

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING
ADAMS COUNTY BOARD ROOM
June 20, 2006 5:00 p.m.

1. Call to Order by the Chair
 2. Was the meeting properly announced?
 3. Moment of Silence
 4. Pledge Of Allegiance
 5. Roll Call
 6. Approve the Agenda
 7. **County Board Supervisors will tour and eat at the Adams County Jail, following the tour, the County Board will continue with the meeting**
 8. Approval of the May 16th, 2006 County Board Minutes.
 9. Public Participation (if requested by the County Board Chair)
 10. Announcement of Meetings, Agenda Changes, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims Renner, Licitar, Morgan, Neuenfeldt, Dehmlow, Sebastiani to review during recess.
 11. **Correspondence:** Letter dated 5/17/06 from Francis Schalk resigning from the Adams County Board of Adjustments, Memo dated 6/6/06 from WCA regarding nominations for WCA second Vice-President.
 12. **Appointments:** Appoint the following to the Adams County W-2 Steering Committee: Matt Sherd, Pat Townsend, Alice Parr, Herb Rieckmann, Steve LaVallee, Fred Herbert, Ken Romell, Gwen Schuyler, Janet Herrell, Michelle Hartness, John Jones, Arlene Scalzo, Shawn Savka, and Deb Clements. Appoint Ron Jacobson to the Board of Adjustments.
 13. **Unfinished Business:** (includes reconsideration of previous months action - see preceding months agenda.)
- Res.# 23:** To take ownership and maintain operation of the following 6 WisDOT facilities: STH 21 and Wisconsin River wayside/boat ramp; STH 21 & STH 13 wayside; STH 13 and Cottonville boat ramp; Parker Lake wayside; Rabbit Rock Wayside; Ship Rock wayside.
14. **New Business:** Approve recommendations of Public Works Committee from the Operations Study of the Highway Department; Review consent awards from Highway and courthouse/Professional Unions; County Administrator's Report; Library Financial Report (included in minutes) County Clerk's Report. A proclamation from the Office of the Governor.

15. Review Committee Minutes		
Admin & Fin 5/12, 5/15 Extension 4/10 Hlth Hum Serv Hum Res 5/11 Hlth Hum Serv 5/12 Hlth Hum Serv Fin 5/12 Hwy Safety 5/2	Library 5/1 Planning & Dev 5/3, 5/8, 5/19 Pub Hlth Com 4/26, 5/31 Pub Safety 5/11 Pub Wrks 5/4, 5/10, 6/5	Resource & Rec 5/9, 5/15, 5/30, 6/1 SCLS 5/8 Surveyor 5/3 Yth Comm 5/2

16. **Resolutions:**
- Res. #33:** Release from a Farmland Preservation Agreement, .66 acres of land owned by Allen Nicolaus due to Adams County purchasing the land for County Highway A road improvement. County Board has initial authority to release land from the agreement.
- Res. #34:** To change expense functions 100 E 44 56201 to a non-lapsing account until which time the grants cease.
- Res. #35:** To authorize the County Conservationist to act on behalf of Adams County to apply for \$50,000 from the Wisconsin Department of Natural Resources under the River Management Protection Grant Program. The money will assist the funding for stream restoration and habitat restoration.

Res. #36: Clarifies Resolution 4-2006, which created the position of Intake/Access Specialist within the Health & Human Services Department, by establishing the position within the Collective Bargaining Agreement between Adams County and the Professional Employees' Union, Local 1168, AFSCME, AFL-CIO.

Res. #37: To amend the Adams County Rules of the Board to include a clause for additional compensation to the County Board Chair.

Res. #38: To adopt a Public Participation Policy for the County Board and all Committees of the County Board, and amend the Adams County Rules of the Board under Rule XIX - " County Board and Committee Agendas and Minutes to include this policy.

Res. #39: To amend the Adams County Rules of the Board to more accurately depict the County Board agenda under Rule XIX – County Board and Committee Agendas and Minutes.

Res. #40: To ratify a two-year contract from January 1, 2006 through December 31, 2007 with the Adams County Solid Waste Operating Engineers Unit, Local 139.

17. **Ordinances:**

Ord. #24: Rezone a parcel land in the Town of Richfield, property (9.910 acres) located at 1804 4th Drive, known as Lot #1, C.S.M. #264, in the NW 1/4, NE 1/4, Section 33, Township 18 North, Range 7 East, owned by Brian Clayton, from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Ord. #25: Rezone a parcel of land in the Town of Adams, property (.89 acres) located at 878 Dyke Court, in the NW 1/4, NW 1/4, Section 35, Township, 17 North, Range 6 East, Amendment of Adams County Shoreland Protection Ordinance (.89 acres) be changed from a Conservancy District to a Recreational/Residential District and Amendment of Adams County Zoning Ordinance change from A-I Exclusive Agricultural District to an R-3 Mobile Home Residential District.

Ord. #26: Rezone a parcel of land in the Town of Easton, property (47.30 acres) located at 2848 State Highway 13, in the SW 1/4, NW 1/4 and the NW 1/4, SW 1/4, Section 29, Township 16 North, Range 6 East, owned by Wilbur Bacon, from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Ord. #27: Rezone a parcel of land in the Town of New Chester, property (40 acres) located in the NE 1/4, NE 1/4, Section 28, Township 16 North, Range 7 East, owned by Greggory Schmidt, from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Ord. #28: Rezone a parcel of land in the Town of Dell Prairie, property (5.50 acres) located at 751 County Road K, in the NE 1/4, SW 1/4, Section 12, Township 14 North, Range 6 East, owned by Peter J. Niesing from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Ord. #29: Rezone a parcel of land in the Town of New Haven, property (25 acres) located at 3774 County Road G, in the NE 1/4, SW 1/4 and the NW 1/4, SW 1/4, Section 10, Township 14 North, Range 7 East, owned by Marion Licitar from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District.

18. **Denials:**

19. **Approve Claims**

20. Per Diem and Mileage for this Meeting read by the County Clerk

21. Motion for County Clerk to correct errors

22. Set next meeting date

23. **Closed Session:** The committee will convene in closed session per § 19.85(1)(e), Wis. Stat., for deliberating or negotiating the purchasing of public properties, the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session – Old Library Building Matter and Purchase of IGA Building; per § 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with – Sheriff's Department Food Service Contract and update on the settlement of two grievances.

24. The committee will convene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters.

25. Adjournment.

RESOLUTION NO. _____33_____ - 2006

INTRODUCED BY: Planning and Development Department

INTENT & SYNOPSIS: Release from a Farmland Preservation Agreement, .66 acres of land owned by Allen Nicolaus due to Adams County purchasing the land for County Highway A road improvement. County Board has initial authority to release land from the agreement

FISCAL NOTE: There will be no fiscal impact to the 2006 Adams County budget.

WHEREAS: Allen Nicolaus sold .66 acres as described in the attachments of form ARM-LWR-155 to Adams County for the purpose of improving County Highway A; and

WHEREAS: the .66 acres is suitable for a roadway; and

WHEREAS: the .66 acres is a minimal amount of land to be converted to nonagricultural use that will not adversely effect the local economy; and

WHEREAS: the .66 acres will benefit the public by providing safe transportation;

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors: to approve the release of .66 acres described in the attachments of form ARM-LWR-155 from Farmland Preservation Agreement 14543.

Submitted this _____ day of _____, 2006

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this _____ day of _____, 2006.

County Clerk

County Board Chair

RESOLUTION NO. ____34____ - 2006

INTRODUCED BY: Land and Water Conservation and Finance Committee

INTENT & SYNOPSIS: To change expense functions 100E4456201 to a non-lapsing account until which time the grants cease.

FISCAL NOTE: There will be no increase or decrease to the 2006 budget.

WHEREAS: Adams County Board has approved the Land and Water Conservation Department to participate in the WDNR Lake Protection Grant Program; and

WHEREAS: Within the Land and Water Conservation Department expense and revenue activities will occur more than one year in the WDNR Lake Protection Grant Program;

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors: to make expense function 100E4456201 a non-lapsing account until which time the grants cease.

Submitted this ____ day of _____, 2006

Land and Water Conservation Committee

Finance Committee

Adopted _____

by the Adams County Board of Supervisors this ____ day of _____, 2006.

Defeated _____

County Clerk

County Board Chair

RESOLUTION NO. ____35____ - 2006

INTRODUCED BY: Planning and Development Department

INTENT & SYNOPSIS: To authorize the County Conservationist to act on behalf of Adams County to apply for \$50,000 from the Wisconsin Department of Natural Resources under the River Management Protection Grant Program. The money will assist the funding for stream restoration and habitat restoration.

FISCAL NOTE: The Wisconsin Department of Natural Resources River Management Grant requires 25% matching contribution or \$12,500.00. This contribution will be matched by Adams County in-kind labor (Salary/benefits of County Conservationist). There will be no additional fiscal impact to the 2006 budget.

WHEREAS: Big Spring Creek is a important resource used for recreation and enjoyment of natural beauty; and

WHEREAS: the protection of the creek and the reasonable creek use activities are paramount in the protection of water quality and the natural ecosystem of Big Spring Creek; and

WHEREAS: Adams County Land and Water Conservation Department has the qualifications to perform the responsibilities of this protection grant; and

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors: to authorize the County Conservationist to submit an application to the Wisconsin Department of Natural Resources under the River Management Protection Grant Program for financial aid for Big Spring Creek protection purposes; and

BE IT FURTHER RESOLVED THAT Adams County will comply with state rules for the program, and will meet the financial obligations under the grant which are also stated in the fiscal impact of the resolution.

Submitted this ____ day of _____, 2006

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this _____ day of _____, 2006.

County Clerk

County Board Chair

INTRODUCED BY: Health & Human Services Committee

INTENT AND SYNOPSIS: Clarifies Resolution 4-2006, which created the position of Intake/Access Specialist within the Health & Human Services Department, by establishing the position within the Collective Bargaining Agreement between Adams County and the Professional Employees' Union, Local 1168, AFSCME, AFL-CIO.

FISCAL NOTE: The salary range is established commensurate with existing County professional positions (at the midpoint between Case Manager and Social Worker II classifications), updated to reflect the wage rates specified in the new Collective Bargaining Agreement, which was adopted in February 2006. The wages reflect a 1% increase in July 2006 and a 3% increase in January 2007.

Intake/Access Specialist	Start	6 Months	1 Year	2 Years	5 Years		
January 2006			\$15.72	\$16.57	\$17.57	\$18.52	\$19.14
July 2006		\$15.88	\$16.74	\$17.75	\$18.71	\$19.33	
January 2007			\$16.36	\$17.24	\$18.28	\$19.27	\$19.91

WHEREAS, Resolution 4-2006, adopted by the County Board of Supervisors on 21 February 2006, created the position of Intake/Access Specialist, and

WHEREAS, the Collective Bargaining Agreement between Adams County and the Professional Employees' Union, Local 1168, AFSCME, AFL-CIO had expired on 31 December 2004, and

WHEREAS, the new Intake/Access Specialist position was not established within an existing Collective Bargaining Agreement and the wage rates were not specified, and

WHEREAS, the new Collective-Bargaining Agreement between Adams County and the Professional Employees' Union, Local 1168, AFSCME, AFL-CIO was adopted in February 2006, and

WHEREAS, the intent of Resolution 4-2006, was to have the position of Intake/Access Specialist compensated at the midpoint between Case Manager and Social Worker II classifications, and

WHEREAS, without the Intake/Access Specialist position being placed within the new Collective-Bargaining Agreement, the position would not be compensated at the midpoint between Case Manager and Social Worker II classifications, which is contrary to the intent of Resolution 4-2006.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors that the Intake/Access Specialist position be placed within the new Collective Bargaining Agreement between Adams County and the Professional Employees' Union, Local 1168, AFSCME, AFL-CIO, at the wage rate(s) specified, effective immediately upon adoption.

Dated this _____ day of June 2006.

HEALTH & HUMAN SERVICES BOARD

_____ **ADOPTED**

_____ **DEFEATED**

by the Board of Supervisors of Adams County, Wisconsin, this _____ day of _____, 2006.

County Clerk

County Board Chairperson

INTRODUCED BY: Executive Committee.

INTENT & SYNOPSIS: To amend the Adams County Rules of the Board to include a clause for additional compensation to the County Board Chair.

FISCAL NOTE: None, the money was budgeted for 2006 in the budget process.

WHEREAS: The previous Rules of the Board included the following: “The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem”; and

WHEREAS: When the new Rules of the Board were compiled this was inadvertently left out; and

WHEREAS: The Executive Committee at the June 5, 2006, meeting moved by unanimous vote with Cynthia Loken, County Board Chair, abstaining, to include: “The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem” in the Rules of the Board under Rule XVIII – “Reimbursement for Services”; and

WHEREAS: It shall be added after the paragraph labeled, “Expense Vouchers”, and shall be labeled, “County Board Chair”, see the attachment for the amendment to the Rules of the Board.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors to amend the Rules of the Board to include, “The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem” in Rule XVIII – “Reimbursement for Services”.

Dated this 20th day of June 2006.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 20th day of June 2006.
Tabled _____

County Clerk

County Board Chair

INTRODUCED BY: Executive Committee.

INTENT & SYNOPSIS: To adopt a Public Participation Policy for the County Board and all Committees of the County Board, and amend the Adams County Rules of the Board under Rule XIX – “County Board and Committee Agendas and Minutes” to include this Policy.

FISCAL NOTE: None.

WHEREAS: Both the County Board and Committee meeting agendas allow for public participation if the Chair approves; and

WHEREAS: In order to provide uniform procedures for all citizens that would like to participate in County Board and Committee meetings, the Executive Committee at the June 5, 2006, meeting moved by unanimous vote to recommend to the County Board to adopt a Public Participation Policy and include it in the Rules of the Board; and

WHEREAS: Attached is the Policy to be included in the Rules of the Board under Rule XIX, as well as the public participation sign up sheet which shall be used by the County Board and all Committees of the Board for public participation.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors to adopt the Public Participation Policy.

BE IT FURTHER RESOLVED: to amend the Rules of the Board to include the Public Participation Policy under Rule XIX – “County Board and Committee Agendas and Minutes”.

Dated this 20th day of June 2006.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 20th day of June 2006.
Tabled _____

County Clerk

County Board Chair

INTRODUCED BY: Executive Committee.

INTENT & SYNOPSIS: To amend the Adams County Rules of the Board to more accurately depict the County Board agenda under Rule XIX – “County Board and Committee Agendas and Minutes”.

FISCAL NOTE: None.

WHEREAS: The County Board agenda format under Rule XIX varies slightly from the actual order of business at County Board meetings; and

WHEREAS: In order to match the Rules to the Board to the County Board meeting format, the Executive Committee at the June 5, 2006, meeting moved by unanimous vote to recommend to the County Board to amend the Rules of the Board; and

WHEREAS: See the attachment for the Order of Business changes, with the crossed out sections being removed, and the underline sections being added. The changes are as follows:

- (1) After agenda item entitled “Roll Call”, a new agenda item labeled “Approve Agenda” shall be added; and
- (2) The current agenda item entitled “Petitions” shall be struck after agenda item, “Correspondences”; and
- (3) After the agenda item entitled “Denials”, an agenda item labeled “Petitions” shall be added, and followed by a new agenda item labeled “Approve Claims”; and
- (4) The agenda item entitled “New Business”, shall be changed to read, “New Business: County Administrator’s Report and County Clerk’s Financial Report”.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors to amend the Rules of the Board in Rule XIX – “County Board and Committee Agendas and Minutes” to include the above changes to the County Board Order of Business.

Dated this 20th day of June 2006.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this 20th day of June 2006.
Tabled _____

County Clerk

County Board Chair

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the town board of Richfield on June 25, 1998, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On April 21, 2006, Brian Clayton petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Richfield, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7,, 2006, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Property (9.910 acres) located at 1804 4th Drive, known as Lot #1, C.S.M. #264, in the NW 1/4, NE 1/4, Section 33, Township 18 North, Range 7 East, Town of Richfield, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the ____day of June 2006.

Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the ____ day of June 2006.

Cindy Phillippi, County Clerk

Cynthia Loken, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

June 7 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Brian A. Clayton –Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to allow the parcel to become conforming to construct a garage on property located at 1804 4th Drive, known as Lot #1, C.S.M. #264, in the NW 1/4, NE 1/4, Section 33, Township 18 North, Range 7 East, Town of Richfield, Adams County, Wisconsin.

Appearing for with testimony: Ken Uniwski, representing Brian Clayton.

No one appearing against.

Correspondence: Notification from the Town Board of Richfield that they met on May 18, 2006 and do not object to the zoning change.

Disposition: Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Robert Dixon seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 19, 1990 as the Adams County Shoreland Protection Ordinance, with an effective date of June 27, 1990, and the Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the town board of the Town of Adams on November 9, 1999, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 11, 2006, Jeffrey & Barbara Tenpas petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7, 2006, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Shoreland Protection Ordinance, Ordinance No.8-1990 and the corresponding zoning maps are amended to reflect that the following described property (.89 acres) be changed from a Conservancy District to a Recreational/Residential District.

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an R-3 Mobile Home Residential District.

Property (.89 acres) located at 878 Dyke Court, in the NW 1/4, NW 1/4, Section 35, Township, 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of June 2006.

Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the _____ day of June 2006.

Cindy Phillippi, County Clerk

Al Sebastiani, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

April 5, 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Jeffrey & Barbara Tenpas – Rezoning Request from an A-1 Exclusive Agricultural District to an R-3 Mobile Home Residential District of the Adams County Zoning Ordinance and from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance to allow residential use on property located at 878 Dyke Court, in the NW 1/4, NW 1/4, Section 35, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.

Appearing for with testimony: Jeff Tenpas.

No one appearing against.

Correspondence: Notification from the Town board of Adams that they met on May 10, 2006 and do not object to the zoning change. Telephone call on May 31, 2006 from Donald Nimmer stating no objection to the zoning change as long as it is not a mobile home park. Telephone call from Robert Marx on June 4, 2006 stating no objection to the zoning change.

Disposition. Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Fran Dehmlow seconded the motion. Roll Call Vote: 7-Yes. Motion carried. The reason for recommending the zoning change was because there already was an existing residence on the property.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the town board of Easton on November 15, 1999, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 16, 2006, Wilbur Bacon, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Easton, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7, 2006, 2006, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Property (47.30 acres) located at 2848 State Highway 13, in the SW ¼, NW ¼ and the NW ¼, SW ¼, Section 29, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____day of June 2006.

Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the _____ day of June 2006.

Cindy Phillippi, County Clerk

Cynthia Loken, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

June 7, 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Wilbur Bacon – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to split the 47.30 acre parcel into three lots for residential use on property located at 2848 State Highway 13, in the SW 1/4, NW 1/4 and the NW 1/4, SW 1/4, Section 29, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin.

(Please note: There is some Conservancy and Shoreland Wetland on the parcel and the petitioner is not requesting to rezone that area).

Appearing for with testimony: Wilbur Bacon.

No one appearing against.

Correspondence: Notification from the Town Board of Easton that they met on May 15, 2006 and do not object to the zoning change. Telephone call on May 31, 2006 from Jewel Morgan stating no objection to the zoning change.

Disposition. Robert Dixon made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the Town of New Chester on November 9, 1999, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On April 21, 2006, Gregory Schmidt, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of New Chester , as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7, 2006, 2006, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Property (40 acres) located in the NE 1/4, NE 1/4, Section 28, Township 16 North, Range 7 East, Town of New Chester, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____day of June 2006.

Recommended for enactment by the Adams County Planning and Development Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the _____ day of June 2006.

Cindy Phillippi, County Clerk

Cynthia Loken, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

June 7, 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Greggory Schmidt – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to split the 40 acre parcel into four residential lots on property located in the NE 1/4, NE 1/4, Section 28, Township 16 North, Range 7 East, Town of New Chester, Adams County, Wisconsin.

Appearing for with testimony: Gregg Schmidt.

No one appearing against.

Correspondence: Notification from the Town Board of New Chester that they met on April 17, 2006 and do not object to the zoning change. Telephone call on May 26, 2006 from Harold Hartenstein stating objection to the zoning change. Letter received on June 5, 2006 from Roger Abts stating no objection to the zoning change as long as the driveway or road not be put within 150 feet of his north lot line.

Disposition. Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Mike Keckeisen seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the town board of the Town of Dell Prairie on November 9, 1999, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On April 26, 2006, Peter J. Niesing, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7, 2006, and the Adams County Planning and Development Committee after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Property (5.50 acres) located at 751 County Road K, in the NE 1/4, SW 1/4, Section 12, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of June 2006.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the _____ day of June 2006.

Cindy Phillippi, County Clerk

Cynthia Loken, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

June 7, 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:00 A.M.

Peter J. Niesing – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to allow the 5.50 acre parcel to become conforming on property located at 751 County Road K, in the NE 1/4, SW 1/4, Section 12, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Peter Niesing and Robert Niesing.

No one appearing against.

Correspondence: Notification from the Town Board of Dell Prairie that they met on March 14, 2006 and do not object to the zoning change.

Disposition. Robert Dixon made a motion to recommend enactment of the zoning change, on the above-stated property, to the County Board for final action. Fran Dehmlow seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance on March 18, 1998, and was effective upon the publication date of March 25, 1998, and was approved by the Town Board of New Haven, such approval having been filed with the Adams County Clerk, pursuant to Section 59.69 of the Wisconsin Statutes, and

WHEREAS: On May 1, 2006, Marion Licitar, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on June 7, 2006, and the Adams County Planning and Development Committee after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Portion of property (25 acres) located at 3774 County Road G, in the NE ¼, SW ¼ and the NW ¼, SW ¼, Section 10, Township 14 North, Range 7 East, Town of New Haven, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of June 2006.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June 2006.

Enacted/Defeated by the Adams County Board on the _____ day of June 2006.

Cindy Phillippi, County Clerk

Cynthia Loken, Board Chair

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

June 7, 2006 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Marion G. Licitar – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to allow a portion of property (25 acres) to be split off for residential use on property located at 3774 County Road G, in the NE 1/4, SW 1/4 and the NW 1/4, SW 1/4 of Section 10, Township 14 North, Range 7 East, Town of New Haven, Adams County, Wisconsin.

Appearing for with testimony:

No one appearing against.

Correspondence: Notification from the Town Board of New Haven that they met on April 20, 2006 and do not object to the zoning change. Telephone call from Dennis O’Keefe on May 30, 2006 stating no objection to the zoning change. Telephone call from Ed Coon on May 30, 2006 stating no objection to the zoning change.

Disposition. Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Fran Dehm low seconded the motion. Roll Call Vote: 6-Yes. 1-Abstained (Licitar). Motion carried.

Administrative & Finance Committee Minutes
May 12, 2006
8:00 a.m.

Called to order at 8:00 a.m.

Members Present Grabarski, Davis, Keckeisen, Sebastiani, West. Also present, Keuler, July, Phillippi.

Open nominations for chair. Davis nominated Sebastiani as chair. Nominations closed by Grabarski. Motioned by Grabarski/Davis to nominate Sebastiani as chair of Administrative & Finance Committee. Motion carried by unanimous voice vote.

Open nominations for vice chair. West nominated Grabarski as vice chair. Nominations closed by Davis. Motioned by Davis/Keckeisen to nominate Grabarski as vice chair of Administrative & Finance Committee. Motion carried by unanimous voice vote.

Open nominations for secretary. Keckeisen nominated West as secretary. Nominations closed by Grabarski. Motioned by Keckeisen/Grabarski to nominate West as secretary of Administrative & Finance Committee. Motion carried by unanimous voice vote.

Open nominations for recording secretary. Grabarski nominated Phillippi as recording secretary. Nominations closed by Grabarski. Motioned by Grabarski/West to nominate Phillippi as recording secretary. Motion carried by unanimous voice vote.

Motioned by Grabarski/Davis to close all nominations. Motion carried by unanimous voice vote. All nominations were closed at 8:10 a.m.

Motioned by Davis/Grabarski to deviate from agenda and take up 2007 upcoming budget process and deadline dates with County Clerk Phillippi. Motioned Davis/Grabarski to have Administrator Keuler, County Clerk Phillippi and Konecny meet to discuss and set plan for budget procedure and present to Finance Committee the suggested procedure for approval. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to deviate from agenda at 8:55 a.m. and speak with David July regarding Resolution # 31 being presented to County Board May 16, 2006. Motion carried by unanimous voice vote. July explained Resolution # 31 to the committee and left at 9:20 a.m.

MIS--- McGhee present at 9:20 a.m. Cell phone bills were presented. McGhee is instructed to highlight unusual calls and report to committee as necessary. McGhee stated current cell phone contract is good until April 2007. Highway Department pays their own cell phone bills and receives 80% reimbursement from the State on specific calls. Law enforcement receives their own cell phone bills and pays them direct, McGhee does not review them.

McGhee submitted financial report.

Host on demand, Badger Care upgrade version 9 will be complete late summer/early fall. Electronic case file HHS (Badger Care scanning) is being housed in Madison, this should be complete around the end of July. Hard copies will be eliminated to save on storage space. Parks project at Petenwell/Castle Rock—campground reservation software has been installed and is working. Looking into possibility of purchasing a barcode scanner. Solid Waste -- In the middle of GBB Rotoring Software project, progressing well. Law Enforcement – Spillman project is progressing. McGhee may attend Administrative portion of training on Spillman.

Motioned by Grabarski/Davis to approve 2 laptops at approximately \$800.00 - \$900.00, which is included in the 2006 budget, and allow for 3 more cell phones for HHS department. Motion carried by unanimous voice vote.

MIS Department Audit – Help Desk Inventory software monitoring needs to be brought up to date. Software costs: \$1,271.00. Hardware costs: \$3,300 to \$4,000. Yearly maintenance is currently \$300.00 will be \$750.00 once upgrade takes place. Motioned by Keckeisen/Grabarski to allow purchase of software/hardware and additional maintenance. Motion carried by unanimous voice vote. Motioned by Grabarski/Davis to allow McGhee to attend GCS conference May 25th. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to recess at 10:15 a.m. Motion carried by unanimous voice vote.

Reconvene at 10:30 a.m. All members present.

Motioned by Grabarski/Keckeisen for Phillippi to order signature stamps for the Administrative & Finance Committee. Motion carried by unanimous voice vote.

Treasurer Bays handed out Investment reports to the committee at 10:50 a.m. Motioned by Grabarski/Davis to have Treasurer Bays request from Administrator Keuler and Librarian Calef the Library's bank statements. Bays to set up meeting with Boiler Insurance representative for next meeting. Vouchers were submitted. Motioned by Grabarski/Keckeisen to approve Sue Theisen to attend Road Highway Street Seminar. Bays explained 51 parcels have been filed with the courts and published in the paper. Certified letter had been sent out. Courts final closing on parcels will be August 1, 2006.

Motioned by Grabarski/West to recess at 11:40 a.m. until 1:00 p.m. Motion carried by unanimous voice vote.

Reconvene at 1:00 p.m. All members present.

Motioned by Grabarski/West for Phillippi to attend Clerk's convention training. Motion carried by unanimous voice vote.

Approval of vouchers.

Motioned by Grabarski/West to adjourn at 4:20 p.m. until 8:00 a.m. on May 15, 2006. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee.

Administrative & Finance Committee Minutes
May 15, 2006
8:00 a.m.

Called to order at 8:00 a.m.

Members Present Grabarski, Davis, Keckeisen, Sebastiani, West.

Motioned by Grabarski/West to approve April 12 and 13th, 2006 finance meeting minutes. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Davis to set the Administrative Finance dates of June 14th, 16 and July 14th, 17th at 8:00 a.m. in A160 Motion carried by unanimous voice vote.

County Clerk- update on SVRS, HAVA.

Treasurer – update on interest rates, boiler insurance. Bays will have representative attend July meeting. Representative not available for this meeting.

Grabarski excused at 9:15 a.m.

Approve vouchers.

Motioned by Keckeisen/Davis to adjourn at 1:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Recording Secretary

These minutes have not been approved by the Administrative Finance Committee.



HEALTH & HUMAN SERVICES BOARD – Human Resources Subcommittee, 11 May 2006

Call to Order and Roll Call – The meeting of the Human Resources Subcommittee of the Adams County Health & Human Services Board was called to order by Ms. Bev Ward at 11:10 A.M. in the Health & Human Services building in Friendship. Those in attendance included Bev Ward, Joyce Kirsenlohr, and Karl Klingforth. Also present were Mandy Stanley, Youth Services Manager, Kevin R. Kniess, Corporation Counsel, and Eric G. Furtkamp, Ph.D.

Election of Subcommittee Chairperson and Vice-Chairperson. Designation of Recording Secretary. A motion was made by Ms. Kirsenlohr and seconded by Mr. Klingforth to nominate Ms. Ward as the Subcommittee Chairperson. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Ward was elected Subcommittee Chairperson.

A motion was made by Ms. Ward and seconded by Mr. Klingforth to nominate Ms. Kirsenlohr as the Subcommittee Vice Chairperson. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Kirsenlohr was elected Subcommittee Vice Chairperson.

A motion was made by Ms. Ward and seconded by Ms. Kirsenlohr to designate Eric Furtkamp as Recording Secretary. Voice vote, all in favor. Motion Carried.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Mr. Klingforth and seconded by Ms. Kirsenlohr to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Closed Session – A motion was made by Ms. Kirsenlohr and seconded by Mr. Klingforth to convene in closed session pursuant to §19.85(1)(c), Wisconsin Statutes, to conduct interviews for the position of Social Worker. Roll Call vote: 3 aye, 0 nay. Motion Carried.

Open Session – A motion was made by Mr. Klingforth and seconded by Ms. Kirsenlohr to reconvene in open session pursuant to §19.85(2), Wisconsin Statutes, and vote to select individuals (and alternates) for the Social Worker positions and to consider and vote on any other appropriate matters. Roll Call vote: 3 aye, 0 nay. Motion Carried.

- A motion was made by Ms. Kirsenlohr and seconded by Mr. Klingforth to offer the Social Worker positions to two of the candidates who were interviewed and to authorize the Personnel Department to proceed with the background checks and the making of the offer. Voice vote, all in favor. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings: none.

Adjournment – A motion was made by Ms. Kirsenlohr and seconded by Mr. Klingforth to adjourn. Voice vote, all in favor. Motion Carried. The meeting was adjourned at 1:35 P.M.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D., Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD



HEALTH & HUMAN SERVICES BOARD
12 May 2006 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order at 10:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Bev Ward, Maureen Bruce, Matt Sherd, Joyce Kirsenlohr, Jerry Kotlowski, Pat Townsend, Teresa Harvey-Beversdorf, and Agnes Weingarten. Dr. Hany Mikhaeel was excused.

Staff Present – Linda McFarlin, R.N., M.A., Health Officer, Carol Johnson, Aging Unit Director, Sandra Wormet, Economic Support Services Manager, Diane Osborn, Long Term Support Services Manager, Mandy Stanley, Youth Services Manager, Wendy Pierce, Fiscal and Support Services Manager, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veteran's Services Officer, was present for the Veteran's Services portion of the agenda.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Weingarten and seconded by Ms. Kirsenlohr to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Election of Subcommittee Chairperson and Vice-Chairperson. Designation of Recording Secretary. A motion was made by Mr. Kotlowski and seconded by Ms. Kirsenlohr to nominate Ms. Ward as the Committee Chairperson. A motion was made by Ms. Townsend and seconded by Mr. Sherd to nominate Ms. Kirsenlohr as the Committee Chairperson. On the first ballot Ms. Ward was elected Committee Chairperson on a 6 to 2 vote.

A motion was made by Mr. Kotlowski and seconded by Mr. Sherd to nominate Ms. Kirsenlohr as the Committee Vice Chairperson. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Kirsenlohr was elected Committee Vice Chairperson.

A motion was made by Mr. Kotlowski and seconded by Ms. Kirsenlohr to designate Eric Furtkamp as Recording Secretary. Voice vote, all in favor. Motion Carried.

Approval of Minutes – A motion was made by Ms. Weingarten and seconded by Ms. Bruce to approve the minutes of the 17 April 2006 Veterans Services Committee meeting, 13 April and 17 April 2006 HHS Board meetings, and 17 April 2006 HHS Finance Subcommittee meeting. Voice vote, all in favor. Motion Carried.

Public Participation – None

PUBLIC HEARING – At 10:05 A.M. there was a recess from the Health & Human Services Board for a public hearing regarding the proposed Dangerous Animals Ordinance. No one from the general public was in attendance. Ms. McFarlin answered questions from the Board members on a range of points in the ordinance, including enforcement, prohibition, definitions, and penalties.

The public hearing on the proposed Dangerous Animals Ordinance was closed at 10:20 A.M., and the meeting of the Health & Human Services Board reconvened at that time.

Review and Approval of Dangerous Animals Ordinance. A motion was made by Ms. Kirsenlohr and seconded by Ms. Townsend to approve the Dangerous Animals Ordinance as reformatted to include the ordinance number and signature lines for the Health & Human Services Board, Public Safety and Judiciary Committee, County Board

Chairperson, and County Clerk, and as renamed “Ordinance Regulating Dangerous Animals”, and to forward it to the Public Safety and Judiciary Committee for consideration. Voice vote, all in favor. Motion Carried.

Correspondence – None

Veteran’s Services – *Approval of monthly Veteran’s Services Officer’s report, calendar, and Veteran’s Services Financial Report.* Mr. Johnson presented the monthly service officer’s report for April, and explained that May would be his busiest month, with 38 cemeteries with veterans in Adams County. The Board reviewed Mr. Johnson’s monthly calendar for May. Mr. Johnson reviewed the March 2006 Revenue/Expense report from the County Clerk’s office, noting that the carryover amount for the Soldiers and Sailors Relief fund had not yet been determined. After discussion of all of the above items, a motion was made by Mr. Kotlowski and seconded by Ms. Bruce to approve the Veteran’s Services Officer’s report and calendar and the Veteran’s Services Financial Report. Voice vote, all in favor. Motion Carried.

Mr. Johnson informed the Board that the Veteran’s Services Department had received a grant of \$10,000 from Wisconsin Veterans Service for salaries.

Health & Human Services – *Review and approval of 2006-2007 School Nursing contract.* A motion was made by Ms. Townsend and seconded by Ms. Harvey-Beversdorf to approve the 2006-2007 School Nursing contract. Ms. McFarlin reviewed with the Board the proposed contract between the Health & Human Services Department and Adams-Friendship Area Schools for school nursing services. Public Health has provided a Licensed Practical Nurse to the school system for approximately the past 10 years. The contract includes 9 months of salary for the LPN and 12 months of benefits. The LPN work during the summer is funded through a number of other Public Health projects. The services to be provided to the school by Public Health are virtually unchanged from the past. The proposed contract calls for a reduction in the amount of supervisory nursing time (a staff Registered Nurse supervising the Licensed Practical Nurse), based upon school funding issues. There will be no reduction in actual time for the Registered Nurse involved, because an approximately equal amount of time is contracted through the Safe Schools/Healthy Students grant received by the A-F Area Schools. The contract has been reviewed by the Adams County Corporation Counsel. The Board engaged in a brief discussion of the contract. Voice vote, all in favor. Motion Carried.

Discussion and consideration of amendments to HHS By-Laws. A motion was made by Ms. Townsend and seconded by Ms. Weingarten to approve the amendments to the HHS By-Laws as presented. The Board engaged in an extended discussion of the proposed revision to the HHS By-Laws to bring them into line with the Adams County Board of Supervisors Rules of the Board. There was no debate concerning the change from a Board elected by the County Board of Supervisors to a Board appointed by the County Administrator, nor was there any issue raised regarding the majority of the other proposed changes (reflecting the statutory powers of a County Administrator). Considerable discussion centered on the changes to the manner in which the subcommittees were constituted as well as the effect of the application of other aspects of the Board Rules on existing community groups or committees. The rationale and effect of a standing Human Resources Subcommittee, rather than one selected as a function of the particular vacancy being filled, was specifically questioned. It was also noted that at least one subcommittee designated as advisory only was, through state program rules, required to approve policy changes and the application for and expenditure of high-cost funds (see discussion under Long Term Support Advisory Committee, below). Finally, members of the Board discussed whether some subcommittees might be eliminated altogether, given changes in the County Board Rules and proposed changes to the County Personnel Policies. It was the consensus of the Board that the County Administrator and Corporation Counsel be invited to the June 2006 Health & Human Services Board meeting to answer the questions raised. After further discussion, a motion was made by Ms. Bruce and seconded by Ms. Weingarten to table consideration of the amendments to the HHS Board By-Laws. Voice vote, all in favor. Motion Carried.

Approve changes to job descriptions for Case Worker-Adult Activity Center and Training Specialist-Adult Activity Center approved by the (county) Executive Committee on 9 May 2006. A motion was made by Ms. Bruce and seconded by Ms. Kirsenlohr to approve changes to the job descriptions for Case Worker-Adult Activity Center and Training Specialist-Adult Activity Center as approved by the Executive Committee on 9 May 2006. The Executive Committee, acting upon a request by the Adams County Courthouse Employees’ Union Local 1168, voted to reclassify the part-time Case Worker as a Training Specialist and to change the classification of the position from Group 1, Class 6 to Group 1, Class 2. In addition, the Executive Committee voted to remove the mention of potential evening and weekend hours from the Training Specialist job description. Voice vote, all in favor. Motion Carried.

Purchase of Service Contracts – The Board discussed the two proposed purchase of service contracts. There has been considerable discussion regarding the dental contract, involving Dr. Parlante, the Wisconsin Dental Association,

counsel for Wisconsin Medical Assistance, and the County Corporation Counsel, to assure that any contract developed would satisfy Medicaid rules regarding supplementation. A motion was made by Ms. Kirsenlohr and seconded by Mr. Kotlowski to approve the purchase of service contracts as presented. After discussion, a motion was made by Ms. Kirsenlohr and seconded by Ms. Bruce to amend the motion to approve the dental contract pending final contract approval by all parties. Voice vote, all in favor. Motion to amend carried.

- AODA Clinical Supervision with Kay Spicer, BA, CADC III, CCS II, SAP (\$75 per hour, up to 4 hours per month, at site designated by AODA Clinical Supervisor);
- Dental Services with Joseph R. Parlante, DDS (80% usual and customary rate partially reimbursed by Medical Assistance).

Voice vote on amended motion, all in favor. Motion Carried.

Conference and Workshop Requests – The Board reviewed the conference and workshop requests presented. A motion was made by Ms. Bruce and seconded by Ms. Townsend to approve the conference and workshop attendance as presented. After discussion, a motion was made by Mr. Kotlowski and seconded by Ms. Bruce to amend the request for Basic Intake Worker Training to read “Two staff members”. Voice vote, all in favor.

- Two staff members to Basic Intake Worker Training, presented by the Wisconsin Department of Corrections-Division of Juvenile Corrections, in Eau Claire from May 22-May 26, 2006 (\$120 registration and \$130 *per diem* each, \$115 mileage, lodging).
- Christine Saloun, Lorie Tomsyck, and Lisa Krizan to Communicable Disease Spring Seminar in Madison on 19 May 2006 (approximately \$72 mileage for driver)
- Ten Long Term Support staff to participate in online training, “Creating a Therapeutic Alliance: Working with Conflict”, offered by the University of Wisconsin-Madison School of Nursing (\$135 registration for 10 participants).

Voice vote on amended motion, all in favor. Motion Carried.

Purchases – The Board considered requests for one laptop computer and one pocket personal computer, included in 2006 MIS budget request, for use by the Clinical Services Manager. A motion was made by Ms. Bruce and seconded by Ms. Townsend to approve the purchases. Voice vote, all in favor. Motion Carried.

Unit, Advisory Committee, and Consortia Reports

♦ Aging & Long Term Support

- *Aging Advisory Committee* – next meeting May 2006 (not yet scheduled).
- *Nutrition Advisory Committee* – The Committee meets next on 17 May 2006 in Big Flats.
- *Long Term Support Advisory Committee* – Ms. Osborn reviewed for the Board the actions taken by the LTS Advisory Committee on 10 May 2006 in amending the Community Options Program plan to include a conflict of interest policy and a policy regarding the certification of guardians/relatives as Adult Family Home providers, and a modification to the waiting list policy to accommodate the nursing home relocation program. The LTS Advisory Committee approved the amended COP plan, as required by COP rules. Ms. Kirsenlohr and Mr. Sherd described discussions regarding the requirements that the LTS Advisory Committee approve policies and authorize application for COP funds to cover what are defined as high-cost expenditures.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the contents of the written report previously distributed to the Board. Ms. Johnson also noted that both Aging Unit vehicles had been vandalized recently. For the benefit of the new members, she reviewed the meal site attendance and contribution report she provides every month. Ms. Johnson also described the plans for the Western Day on August 17th, including the meal (one half beef), hayride, stagecoach, and line dancing.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review a written report previously distributed to the Board.

♦ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin discussed the contents of her written report. She also reported that there have been fewer than 5 cases of mumps reported to date in Adams County, and that those suspected of having mumps were isolated at their homes. Letters are being sent warning parents of students who for various reasons have not received mumps vaccinations that their child(ren) could be quarantined if mumps were confirmed. Public Health staff have had their immunity to mumps verified. Ms. McFarlin updated the Board on the status of Noro-virus, as discussed at the April meeting. Finally, Ms. McFarlin reminded the Board members of the awards ceremony planned for the May County Board meeting.

♦ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – next meeting 2 June 2006.
- *Mental Health/AODA Committee* – A meeting is not yet scheduled.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review the contents of the written report previously distributed to the Board.
- *Review of Written Report of Clinical Services Manager* – The Board reviewed the April inpatient statistics prepared by clinic staff.

♦ Economic Support

- *W-2 Steering Committee* – Ms. Wormet was unable to attend the 10 May 2006 meeting, but will distribute minutes with next month's packet.
- *PAW Consortium* – Minutes of the 24 April 2006 Adams County Vision Team meeting were included in the packet of information distributed to the Board. The Consortium will meet on 22 May 2006. The Job Center consortium is scheduled to meet on 16 May 2006.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review a report previously submitted to the Board. She provided the Board with an update on the status of the Adams County Job Center, including efforts to place a "virtual Job Center" at the MSTC campus in Adams. In response to a question, Ms. Wormet indicated that approximately 95 people per month used the Job Net computer system presently housed at MSTC. Ms. Wormet also shared with the Board a letter from Mark Moody of the (state) Department of Health & Family Services indicating that the Medicaid non-emergency transportation management initiative would not proceed at this time.

♦ Fiscal & Support

- Ms. Pierce described briefly the status of back-up coverage for the department's switchboard and reception functions.

Subcommittee Reports

- Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers and financial reports of the HHSD had been reviewed and approved by the Finance Subcommittee.
- Human Resources Subcommittee – Dr. Furtkamp described the assistance already received from the Personnel Department in bringing on board the two social work candidates selected at yesterday's Human Resources Subcommittee meeting. It is desirable that one or both attend the Juvenile Court Intake training offered the week of May 22nd, and Personnel is doing everything possible to expedite the verification process involved in making formal job offers.
- Service Evaluation Subcommittee – Next meeting to be scheduled in the Fall of 2006.

Director's Report – Dr. Furtkamp informed the Board of a request from the County Administrator and County Board Chairperson that the Health & Human Services Board begin discussion regarding continuation of the Adams County Transit System, presently operated by Central Wisconsin Community Action Council and partially funded by a Section 5311 grant (the operating deficit is funded through allocation made by resolution of the Adams County Board of Supervisors).

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: Adams County Transit System and HHSD By-Laws.

Confirmation of Next Meeting Date – Next regular meeting 9 June 2006 at 10:30 A.M.

Adjournment – A motion was made by Ms. Bruce and seconded by Mr. Kotlowski to adjourn at 12:35 P.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD



Toll-Free: 888-830-3454
Facsimile: 608-339-4585
e-mail: adamshhsd@co.adams.wi.us
web site: http://www.co.adams.wi.gov

HEALTH & HUMAN SERVICES BOARD – Finance Subcommittee
12 May 2006 Meeting

Call to Order and Roll Call – The meeting of the Finance Subcommittee of the Adams County Health & Human Services Board was called to order at 8:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Bev Ward, Agnes Weingarten, Pat Townsend, Matt Sherd, and Joyce Kirslenlohr. Also present were Wendy Pierce, Fiscal & Support Services Manager, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veteran's Services Officer, was present during the review of the Veteran's Services vouchers.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Townsend and seconded by Ms. Weingarten to approve the agenda and certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Election of Chairperson and Vice Chairperson. Designation of Recording Secretary. A motion was made by Mr. Kotlowski to nominate Bev Ward as Chairperson, but Ms. Ward withdrew her name from consideration. A motion was made by Mr. Kotlowski and seconded by Ms. Townsend to nominate Joyce Kirslenlohr as Chairperson. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Kirslenlohr was elected Subcommittee Chairperson.

A motion was made by Mr. Kotlowski and seconded by Ms. Ward to nominate Ms. Townsend as the Subcommittee Vice Chairperson. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Townsend was elected Subcommittee Vice Chairperson.

A motion was made by Ms. Ward and seconded by Mr. Kotlowski to designate Eric Furtkamp as Recording Secretary. Voice vote, all in favor. Motion Carried.

Approval of Minutes of 17 April 2006 meeting. A motion was made by Ms. Townsend and seconded by Ms. Weingarten to approve the minutes of the 17 April 2006 subcommittee meeting. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – None

Review of Veteran's Services Vouchers – The subcommittee reviewed the vouchers from the Veteran's Services Department, presented by Mr. Johnson. A motion was made by Ms. Ward and seconded by Ms. Townsend to approve the Veteran's Services vouchers. Voice vote, all in favor. Motion Carried.

Approval of Veteran's Services Financial Report – The subcommittee reviewed the Revenue/Expense report from the County Clerk's office for April 2006. A motion was made by Ms. Ward and seconded by Mr. Kotlowski to approve the Veteran's Services Financial Report. Voice vote, all in favor. Motion Carried.

Review of Health & Human Services Vouchers – The subcommittee reviewed vouchers from the Health & Human Services Department, presented by Wendy Pierce and Eric Furtkamp. A motion was made by Ms. Ward and seconded by Ms. Townsend to approve the vouchers (total \$367,848.24, including "*Friday Checks*") as presented. Voice vote, all in favor. Motion Carried.

Approval of Health & Human Services Financial Reports – The subcommittee reviewed the Revenue/Expense report from the County Clerk's office for April 2006 and a summary of the year to date payments per vendor. After discussion, a motion was made by Ms. Ward and seconded by Mr. Kotlowski to approve the Health & Human Services Financial Reports. Voice vote, all in favor. Motion Carried.

Committee Discussion – The subcommittee discussed including the following issues in future meetings: none.

Confirm next meeting date – A motion was made by Ms. Ward and seconded by Mr. Kotlowski to set the next meeting for Friday, 9 June 2006 at 8:30 A.M. Voice vote, all in favor. Motion Carried.

Adjournment – A motion was made by Ms. Ward and seconded by Mr. Kotlowski to adjourn until 9 June 2006 at 8:30 A.M. Voice vote, all in favor. Motion Carried. Meeting adjourned at 9:45 A.M.

Respectfully Submitted

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD.

ADAMS COUNTY HIGHWAY SAFETY COMMISSION

Minutes

May 2, 2006- 11:00 am

1. Call to order – meeting called to order at 11:05 by Chair Stormoen. Present were Herb Barnes, Linda McFarlin, Roberta Sindelar, Laurie Falash, Patti Nelles, Ken Romell, Adams Grosz, Ron Becker, Jim Gold, Ron Chamberlain and Ron Johnson from the Town of Adams. Absent were Ted Waite and Mark Thibodeau.
2. Was the meeting properly noticed? Yes
3. Approve Agenda - Motion to approve by Gold/Romell motion carried.
4. Approve previous meetings minutes – Motion to approve by Romell/Becker motion carried.
5. Public Participation – none.
6. TSC Goals and Issues – Discussion revolved around continuing to get the message out that the TSC exists and what its mission is. Chamberlain/Gold made a motion to donate \$100.00 from the TSC treasury to the Adams County Booster Seat Program, motion carried. Motion by Chamberlain/Falash to have 1500 more TSC pamphlets printed.
7. Construction/Detour Updates – CTH D surface course and CTH W binder course and surface course will be done under traffic. CTH O bridges are under construction and CTH O is closed hard between 5th Ave and 6th Ave. with a posted detour. CTH A from CTH G to CTH EE is under construction and closed with a posted detour. The eastside of the City project should have binder on it no later than May and is projected to be finished by October.
8. Castle Rock Triathlon – Road Closure/Detour – A proposed closing of CTH Z and CTH H for the purpose of the Castle Rock Triathlon was discussed. While the Commission felt this was a good idea for safety there are no funds available for this purpose, therefore the Sheriff's Department will closely monitor the event to ensure safety.
9. Town of Adams concern on Intersection of Deerborn and 16th Ave. This T intersection was discussed as relates to safe signing and realignment. The Commission recommended going with a three-way stop situation at such time as the project is complete.
10. ATV Route – Town of Rome - CTH Z (Akron Ave to Romano's) – The Commission reviewed a proposed ATV route in the Town of Rome along CTH Z from Akron Ave to Romano's. Due to safety considerations the Commission recommended the Public Works Committee deny this route.
11. Old Business – The new school crossing signs in the City are working well, and the WisDOT will be contacting the City with regards to removing the remainder of the Crossing signs that are not dedicated for school use.
12. New Business –The Gus Macker basketball tournament will be coming to Adams on June 3rd and 4th.
13. Round Table Discussion

- a. Falash – nothing to report
 - b. McFarlin – nothing to report
 - c. Nelles presented the attachments to the minutes.
 - d. Becker discussed a signal at Liberty and Main with traffic counts to be done. He also discussed the proposed signal at CTH D and STH 13.
 - e. Sindelar – nothing.
 - f. Romell – reported that the railroad's operation lifesaver will be in Adams on the 18th and 19th of May.
14. Report on County Crash History - Nothing
15. Adjournment – Motion by Romell/Becker to adjourn until August 8, 2006 11:00 am motion carried.

Respectfully submitted,

Ronald Chamberlain, Secretary

Library Board Minutes
May 1, 2006

President Townsend called the meeting to order at 1:02 a.m. Present were Townsend, Kreten, Heideman, Albrecht, Director Calef and Renner. Nelson was excused. Bebris arrived at 1:10 p.m. The April 24th meeting was moved to May 1st to accommodate changes at the County Board level after spring elections.

Bills were disseminated for review and initialing.

Motion to accept the March minutes was made by Kreten, 2nd by Albrecht and carried unanimously.

Financial Report:

Motion to accept the Financial Report as mailed was made by Heideman, 2nd by Kreten and carried unanimously.

Communications:

None

Library Appointments and Elections:

Townsend and Renner join us as representatives from the Adams County Board. Welcome to both!

Director's Report:

1. Circulation for March was 8870 – compared to 8460 in 2005. Circulation continues to increase.
2. Renee Julseth has accepted our new part-time Library Clerk I position. She posted into the position from Social Services. She will begin May 8th.
3. We have made no progress in having Telus (computer scheduling software) installed on the lab computers. Rene, Judy and Calef have to sit down and decide parameters etc. for the various machines. We will try to do that in the next few weeks.
4. Calef has had several additional conversations with Unique Management (collection agency). Basically, they have a "budget neutrality guarantee". Calef feels that we should terminate the relationship and try State Collection Services which is the service other county departments use. He can contact them if we like. **Motion** to change to State Collection Services was made by Albrecht, 2nd by Heideman and carried unanimously.
5. The magic show, held during National library Week, was attended by about 60 kids and 10-15 adults. Almost all came from the after school program. The "Traces" bus exhibit (German-American Internment in WW II) April 20th was excellent! 47 attended which was good considering the newspaper did not run either of the stories Calef provided. Calef attended Kids Day at the high school – April 8th. We had a book display, showed

videos, and made candy bracelets. He also attended Multi-Cultural Day at A-F Elementary and shared stories, information and food from Canada – specifically the prairies.

6. Calef missed the April LINK meeting. Apparently there is still no resolution of the loan period standards we discussed at the March meeting. Another attempt to reach consensus will be made at the June meeting. All staff have been busy recently attending various workshops on SCLS data bases and LINK procedures.
7. The Libri Foundation books are all processed and ready to circulate. We will hold an open house May 9th from 6:30-8:00 p.m. to display and promote the books. Notices were given to A-F Elem. and Middle School teachers. Friends of the Library will also hold their open house with this event
8. Mead-Witter Foundation has confirmed our grant. Calef has returned the required contracts and a check will be coming in the near future.
9. Rene Elkington will be on vacation from May 12th – 21st.

Review Internet Policy:

The policy was revised as discussed last month.

Motion to accept the Internet Policy as revised was made by Heideman, 2nd by Renner and carried unanimously.

Review Personnel Policy:

Discussed

Motion to accept the Personnel Policy as revised after discussion was made by Heideman, 2nd by Albrecht and carried unanimously.

W.A.P.L. Conference:

The conference is this week in Wisconsin Rapids. Director Calef will attend. Elkington may attend.

Upcoming Items:

1. Townsend will resign her Library Board Presidency due to her County Board membership. Vice President Nelson will become President.

Adjourned at 1:20 p.m.

Next meeting: May 22, 2006 at 1:00 p.m. at the Library (May 29th is Memorial Day)

Respectfully submitted by Barb Albrecht/Secretary

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

MEETING: MAY 3, 2006 at 8:30 A.M.

ROOM A230 – COURTHOUSE

FRIENDSHIP, WISCONSIN

Planning & Development Committee members present: Al Sebastiani, Richard Colby, Fran Dehmlow, Bob Dixon, Mike Keckeisen, Glen Licitar, Sylvia Breene. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary.

Al Sebastiani called the meeting to order at 8:30 A.M. with a request for a motion from the floor to nominate a chairperson. Mike Keckeisen made a motion to nominate Al Sebastiani for Chairperson. Fran Dehmlow seconded the motion. All in favor. Motion carried.

Al Sebastiani requested a motion from the floor to nominate a vice-chair. Mike Keckeisen made a motion to nominate Bob Dixon. Fran Dehmlow seconded the motion. All in favor. Motion carried.

Al Sebastiani requested a motion from the floor to nominate a secretary. Fran Dehmlow nominated Mike Keckeisen. Glen Licitar seconded the motion. All in favor. Motion carried.

Kevin Kneiss, Corporation Council joined the meeting at 8:37.

Mike Keckeisen made a motion to recess at 8:38. Bob Dixon seconded the motion. All in favor. Motion carried.

At 9:00 A.M. Al Sebastiani, Chairman, reconvened the Adams County Planning & Development meeting to order with the following members present: Al Sebastiani, Chairman; Bob Dixon, Vice-Chair; Mike Keckeisen Secretary; Richard Colby, Fran Dehmlow, Glen Licitar, Sylvia Breene. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; John Pavelec, Town of Preston Chair: John Frantz & Adam Grosz, Town of Rome and Greg Rhinehart, County Surveyor.

Public Hearings were held for the following: Wayne C. Tesch – Rezoning Request from an A-3 Secondary Agricultural District to an R-1 Single Family Residential District of the Adams County Zoning Ordinance to allow the 2.12 acre parcel to become conforming for residential use on property located at 896 State Highway 82, in the SE 1/4, SW 1/4 and the SW 1/4, SW 1/4, Section 14, Township 15 North, Range 6 East, Town of Springville, Adams County, Wisconsin. Bob Dixon made a motion to recommend enactment of the zoning change, on the above described property, to the County Board for final action. Sylvia Breene seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Ellen L & Roger Chambers – Conditional Use Permit request under Section 5-6.03(A) of the Adams County Zoning Ordinance to allow a single wide manufactured home in an R-1 District on property located in the NW 1/4, SE 1/4, known as Lot #35, East Oak Valley, Section 5, Township 15 North, Range 6 East, Town of Springville, Adams County, Wisconsin. Mike Keckeisen made a motion to approve the Conditional Use Permit, on the above described property. Fran Dehmlow seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Wisconsin River Power Company/Van Kuren Trails – Rezoning Request from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance for residential use on a portion of property (55 acres) in Part of the NE 1/4, SE 1/4 and SE 1/4, SE 1/4, Section 36, Township 19 North, Range 4 East, and Part of the S 1/2, NW 1/4 and N1/2, SW 1/4 and S 1/2, SW 1/4, and SW 1/4, NE 1/4, and SE 1/4, NE 1/4, and NE 1/4. SE 1/4, and NW 1/4, SE 1/4 and SW 1/4. SE 1/4, Section 31, Township 19 North, Range 5 East, Town of Monroe,

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Adams County, Wisconsin. Mike Keckeisen made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. Fran Dehmlow seconded the motion. Roll Call Vote: 7-Yes, Motion carried.

Mike Keckeisen made a motion to take a short recess. Fran Dehmlow seconded the motion. All in favor. Motion carried.

RECESSED: 10:10 A.M.

RECONVENED: 10:17 A.M.

Mike Keckeisen referred to Section 8.52 of the Adams County Shoreland Protection Ordinance and the fact that two other requests for Conservancy rezonings were recently denied as reason for denying the request to rezone approximately 55 acres from conservancy to recreational/residential for the Wisconsin River Power Company/Van Kuren Trails property.

Greg Rhinehart presented the Surveyor's report and two vouchers for the month of April to the Committee for review and approval. Bob Dixon made a motion to approve the surveyor's report and to submit the signed vouchers to the Administrative and Finance Committee as presented. Sylvia Breene seconded the motion. All in favor. Motion carried.

Motion by Mike Keckeisen to deviate from the agenda to item #8 to discuss Geiger Acres Plat. Fran Dehmlow seconded the motion. All in favor. Motion carried.

Geiger Acres Plat: Roland Geiger presented the proposed plat to the Committee for review. Mike Keckeisen made a motion to accept the plat as presented. Sylvia Breene seconded the motion. All in favor. Motion carried.

Discussion regarding changing road names and numbers in the Town of Preston. John Pavelec, Preston chairperson stated that the town board took a vote at their last meeting and the consensus is that they would rather not have road names and addresses changed as it would cause too many problems. Phil McLaughlin stated that Sue Theisen was researching the cost to do the project.

Sue Theisen joined the meeting at 10:40.

Discussion followed as to how certain road names and numbers do not follow the grid, hardship to the property owners involved and possible problems with emergency services.

Mike Keckeisen made a motion to postpone a decision on the matter until the June 7th meeting. Bob Dixon seconded the motion. All in favor. Motion carried.

Waiving fees for DNR/NRCS funded projects: Phil McLaughlin explained that John Field of the Natural Resource Conservation Service(NRCS) asked that the fees for zoning permits be waived by the county for projects that are funded and coordinated by the NRCS and DNR. Mr. McLaughlin stated that a County permit would still be required and the project would have to be inspected by the Planning & Zoning Office.

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Motion by Bob Dixon not to waive the county zoning permit fees. Seconded by Glen Licitar. Roll Call Vote: 6-Yes. 1-No(Colby) Motion carried.

Sue Thiesen left the meeting at 10:47.

Correspondence: None.

Phil McLaughlin presented the minutes from the April 2006 Adams County Planning & Zoning Committee for review. Bob Dixon made a motion to accept the minutes as presented. Sylvia Breene seconded the motion. All in favor. Motion approved.

Mike Keckeisen made a motion to take a short recess. Fran Dehmlow seconded the motion. All in favor.

RECESSED: 11:00 A.M.

RECONVENED: 11:08 A.M.

Phil McLaughlin presented the Financial Report for the month of April 2006 to the Committee for review. Richard Colby made a motion to accept the Financial Report as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Vouchers were presented and signed. Richard Colby made a motion to submit the signed vouchers to the Administrative & Finance Committee for their review. Mike Keckeisen seconded the motion. All in favor. Motion carried.

11:09 A.M.: Fran Dehmlow left meeting.

11:13 A.M.: Sue Theisen joined meeting.

Discussion regarding Town of Rome road naming and building numbers for parcels without a driveway. John Frantz from Rome fire department and Adam Grosz from Rome police department feel that all parcels should be numbered whether it is vacant or not in case of emergency situations such as construction crews clearing property and an accident occurs. The committee requested input from corporation counsel on potential liability concerns.

11:20 A.M.: Kevin Kneiss, Corporation Counsel joined meeting.

John Frantz stated that address signs should be assigned when a subdivision is created as they have an ordinance requiring a one acre lot minimum so the lot could not be split and create a numbering problem.

Kevin Kneiss, Corporation Counsel advised that the Committee should convene into closed session.

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Mike Keckeisen made a motion to convene into close session per 19.85(g), Wisconsin Statutes. Glen Licitar seconded the motion. Roll Call Vote: 6-Yes. 1-Absent(Dehmlow) Motion carried.

Sylvia Breene made a motion to recess and reconvene into open session under Section 19.85(2) of the Wisconsin Statutes. Richard Colby seconded the motion. Roll Call Vote: 6-Yes. 1-Absent(Dehmlow).

Mike Keckeisen informed Mr. Frantz and Mr. Grosz that the committee wants a letter from Rome Town Board addressed to the Planning & Development Committee requesting that addresses be issued to lots in a newly created subdivision and to name one contact person for Sue Theisen to rely on if any issues should arise. It was strongly suggested that they not request a deadline for Sue Theisen to complete the addressing project. The committee asked Sue Theisen if this was agreeable to her. She stated that it was, as long as it was clear that this would not be prioritized over normal duties.

12:20 P.M. Sue Theisen left the meeting. Chris Murphy joined the meeting.

Chris Murphy addressed the Committee with a question as to whether Land & Water Department would be meeting the same day as the Planning & Zoning Department, suggesting that maybe the Public Hearing portion of the Planning & Zoning Department be held on a separate day, with the business portions of both, along with the Register of Deeds Office be held on the same day. Discussion followed with the decision made by the Committee to keep the meetings separate at this time.

Phil McLaughlin informed the Committee that Diane set up a schedule of Town Meetings for him to attend in regard to the proposed zoning map amendments.

Mike Keckeisen made a motion to adjourn until June 7, 2006 at 9:00 A.M. Bob Dixon seconded the motion. All in favor. Motion carried.

ADJOURNED: 12:56

Alfred Sebastiani, Chairman

Robert Dixon, Vice-Chairman

Mike Keckeisen, Secretary

Glen Licitar

Sylvia Breene

Fran Dehmlow

Richard Colby

PLANNING AND DEVELOPMENT COMMITTEE MEETING

May 8, 2006

Regular Meeting

Present: Al Sabastiani, Chairman; Robert Dixon, Vice Chairman; Committee Members: Dick Colby, Fran Dehmlow, Glen Licitar, Mike Keckeisen and Sylvia Breene. Others present: Chris Murphy, County Conservationist, Patrick Gatterman, LWCD, Reesa Evans, LWCD, Sandy Davis, LWCD, Jodi Helgeson, Register of Deeds Phil McLaughlin, P & Z and Nina Stensburg, WDNR.

Call to Order: Chair Al Sabastiani called the meeting to order at 8.59 a.m. in Adams County Courthouse Conference Room A260

Agenda: Motion by Keckeisen / Dehmlow to approve carried unanimously

Election of Officers: Done at May 3, 2006 meeting with Planning & Zoning, therefore, no action taken.

Future meeting format: Discussion to keep meeting format the same as determined at May 3, 2006 Planning & Zoning meeting with P & Z segment to be held on the first Wednesday of the month and LWCD, ROD and Land Information meeting to be held on the first Monday following the P & Z meeting, and for Conservation Technicians attendance at meetings required only on an as needed basis. Motion by Dehmlow/Keckeisen to approve carried unanimously.

Register of Deeds items:

Approval of conference/training requests: Discussion determined that training and conference requests required Committee approval. Helgeson noted that she would be attending the WACO conference, which had been previously approved.

Budget activities: Committee determined that ROD financial reports should be submitted monthly at the meeting.

Resolution for elected official salary:

Land Information Officer items:

Land Information Committee: Discussion on putting Land Information Committee back into service. Motion by Keckeisen/ Dehmlow to create a resolution on re-establishing such committee. Motion carried unanimously. Motion by Sabastiani, Keckeisen to approve February 21, 2006 meeting minutes, carried unanimously.

Report of ongoing activities: Helgeson gave an update on parcel mapping, reported that she is surveying other counties on the fee for ArcIMS subscription and gave a website update. Helgeson also gave a report on the status of the flight project for digital photography. Discussion was held on the proposed GIS Tech position noting that currently MSA comes in weekly, and that an in-house tech would be more cost effective. Motion by Keckeisen/Breene was made to take the resolution for the GIS Tech position from the November 2005 County Board meeting back to the County Board and to for Helgeson to have a proposed job description presented at the June 7, P&DC. Motion carried unanimously.

WLIP annual grant: Helgeson presented grant application for the Wisconsin Land Information Program Year 2006 Grant Award to be used for the training and education of county employees for the design, development and

implementation of a land information system. Motion by Colby/ Licitar to approve submitting of application, carried unanimously.

Approval of conference/training attendance: Request by Helgeson to attend the Wisconsin Land Information Association Regional meeting. Motion by Keckeisen/Breene to approve request, carried unanimously.

Motion made at 10:10 AM by Keckeisen/Sebastiani to recess, approved unanimously.

Sabastiani called meeting back to order at 10:17 AM.

Land & Water Conservation Dept. items:

USDA APHIS: no report

WDNR: Stensburg gave a report on the tree plantings for the Cottonville fire victims and on the rental of the tree planter with a recommendation to increase the rental fee from \$5.00 per 1000 trees planted to \$10.00 as that is the fee other counties charge. Stensburg also reported on the condition of the five tree planters, noting that the three older planters were obsolete, as repairs were difficult due to the age and availability of parts, with two of these planters currently inactive. She recommended that these three planters be sold and to keep the two newer models in service and purchase one new planter. Motion by Keckeisen/ Colby to have the LWCD coordinate putting the three older models up for sale utilizing the sealed bids process with the right to refuse any bids, carried unanimously.

Staff reports of April activities and May goals: Staff reports were handed out.

Trainings and conference requests from staff and committee members: Murphy requested for himself and Committee members to attend the Wisconsin Land & Water Conservation Committee Supervisor Training.

Motion by Keckeisen/Sabastiani for Murphy,

Report of Committee members: No report given

Review State Statute 92: Murphy reviewed Chapter 92, Soil & Water Conservation and Animal Waste Management, highlighting the Chapters related to the responsibilities of the Land & Water Conservation Department and it's committee.

Resolution to change expense function 100E4456201 to a non-lapsing account: Murphy made a request for the Lake Protection expense and revenue accounts to be changed to a non-lapsing account. Keckeisen/Colby motion to approve resolution and send forward to the County Board. Carried unanimously.

Communications: Murphy presented correspondence from the DNR on the proposed rule revision to NR320 for Temporary In-stream Crossings, which would set the standards for the allowance of forest management operations to place temporary in-stream crossings on streams less than 10 feet wide under a general permit. Murphy also presented an e-mail from WALCE for students in grades 8 to 10 to participate in the Sand Lake Conservation Camp. Motion by Keckeisen/Colby for the LWCD to sponser 3 students from each grade or up to 9 students to attend the camp at a cost of \$35.00 each. Motion approved unanimously. A letter from Ray McKenzie, Douglas County Supervisor and WLWCA Treasurer on *Being a Land Conservation Supervisor*".

Bills/Financial Report: Monthly presentation of the Financial report discussed with the committee decision to have a detailed report presented to them. Motion to approve bills by Colby/ Breene, carried unanimously.

Items for June LWCC meeting: Discussion on SWRMP,

Set next meeting date scheduled for June 12, 2006 at 9:00 a.m.

Adjournment: Motion to adjourn at 12:09 PM by Keckeisen/Licitar, carried unanimously.

Next Meeting Date:

Motion to Adjourn at 11:02 AM by Dehmlow/Colby. Motion carried unanimously.

Respectively submitted,
Joyce Kirslenlohr, Chair

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE MEETING: MAY19, 2006 ROOM A321-COURTHOUSE

FRIENDSHIP, WISCONSIN

At 1 :30 P.M.. A1 Sebastiani, Chairman, called the Adams County Planning and Development Committee meeting to order with the following members present: Robert Dixon, Vice- Chairman; Glenn Licitar, Sylvia Breene, Fran Dehmlow and Richard Colby. Mike Keckeisen, Secretary was excused. Others present were: Phil McLaughlin, Zoning Administrator; Diane Kopitzke, Recording Secretary and Kevin Kneiss, Adams County Corporation Counsel.

Richard Colby made a motion to convene into closed session per 19. 85(1)(9 of the Wisconsin Statutes to interview candidates for the Building Inspector position for the Planning and Zoning Department. Robert Dixon seconded the motion. Roll Call Vote: 6- Yes. 1-Excused (Keckeisen). Motion carried.

Robert Dixon made a motion to reconvene into open session per Section 19.85(2) of the Wisconsin Statutes to consider and vote on appropriate matters. Glenn Licitar seconded the motion. Roll Call Vote: 6-Yes. 1-Absent (Keckeisen). Motion carried.

Richard Colby made a motion to offer candidate Paul DeBruin the position contingent upon passing the physical and having a background check done. Sylvia Breene seconded the motion. The candidate Joseph Jackson's application will be kept on file for a one-year period of time. All in favor. Motion carried.

Fran Dehmlow Sylvia Breene seconded the motion. All in favor.

Motion carried.

Robert Dixon, Vice-Chair

Fran Dehmlow

Glenn Licitar

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Name of Meeting: BRAT Public Health Commission Meeting

Facilitator: Bev Muhlenbeck

Date of Meeting: April 26th, 2006

Recorder: Jessica Nall

Guest: Keith Lang MSW State of WI DHFS, Jane Bloss State of WI DHFS, Orin Hammus State of WI DHFS

Present: Sue McCartney, Bev Muhlenbeck, Linda McFarlin, Barb Theis, Susan Lorenz, Melissa Delmore, and Jessica Nall

Absent: NONE

Meeting called to order by Theis verification of Open Meeting Law noted.

Approval of the Agenda. With the addition of IPS Report added after Fiscal Agent item. **Motion to approve by McFarlin seconded by McCartney. Motion carried**

Approval of March 22nd, 2006 meeting minutes. Motion by Theis seconded by Lorenz. Motion Carried.

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
EPI Report	<ul style="list-style-type: none">2 meetings took place since last Commission Meeting. (March 23rd and April 19th)EPI Group has submitted to WALDAB to create a poster on Building EPI CapacityStatewide EPI Meeting is to be held on May 1st			

	<ul style="list-style-type: none"> • Lyme Disease Workgroup (Laura and Anna are interested in representing the BRAT Consortium) • EPI Group is working on fit testing, their questionnaire, and the current mumps situation • Next meeting will take place in Adams May 17th, 2006 • Request for Dave Plymers to attend next Commission meeting and EPIs to give presentation 	Contact EPI Group and Dave Plymers and invite them to next meeting	Delmore/Nall	
Budget	<ul style="list-style-type: none"> • Request for Konkel to email simple statements 	Email statements	Konkel	
Presentation by Keith Lang	<ul style="list-style-type: none"> • Summary of the origin of the Human Services Disaster Response Project- mostly started with the distribution of Bioterrorism Response funding. • Annex E and F are parts of the plan, designed to direct Human Services in their roles in a disaster • In 2004, the project sent out a survey to all 72 counties, questioning what resources their HS dept had available. Request for the results and sample survey to be forwarded to each Health Officer. • Preparedness Checklist- designed for both individual and agency use • Provided resources include Training for Emergency Management & ICS, PHEMA Crisis Counseling, and how to fit plans to specific counties. • National Organization on Disabilities-www.nod.org- Has presentation by Hilary Styron, possible located on the HAN as well • October BRAT Meeting- would like to include others in presentation, such as Terri Leece from Salvation Army and Max Oleson from American Red Cross, and Larry Reed from WEM. 	<p>Results and survey to be forwarded</p> <p>Follow up with this discussion and invite them to present at meeting.</p>	<p>Lang/Delmore/Nall</p> <p>Delmore/Nall</p>	

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Old Business	<ul style="list-style-type: none"> Email was distributed regarding Walter Clark's military status MOU's-Theis will forward the ones from Juneau County once available. Add Review of Sample MOU's to Agenda for May meeting 	Add item to the Agenda	Delmore/Nall	
Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Coordinator's Report	<ul style="list-style-type: none"> NONE 			
Fiscal Agent Report	<ul style="list-style-type: none"> April 20th Meeting-Dave Plymer discussed the importance of using Health Officers to lead this, not coordinators and also discussed his vision: community readiness! Pandemic Funding: objectives include the Assessment and Exercise RAND Exercise-forward to all Health Officers 2006 Assessment-Plan to receive in May-Request for checklist to be forwarded and highlight areas that pertain to each county Hazardous Vulnerability Assessment Template: HRSA is taking the initiative on this subject Request for Lorenz to receive information from Ted O. Standardized Mutual Aid Request From and Notification Memo to WEM were distributed. Questions arose surrounding PH being the lead agency for mortuary services-Guidance is needed as to what the meaning of lead agency is in this case. Request clarification from Tom or Carolyn. SNS-Current projects include: Chempak project and Mobile Prep Course 	<p>Forward exercise to all Health Officers</p> <p>Forward checklist</p> <p>Forward information</p> <p>Request clarification on "lead agency"</p>	<p>Delmore/Nall</p> <p>Delmore/Nall</p> <p>Delmore/Nall</p> <p>Delmore/Nall</p>	
IPS Report	<ul style="list-style-type: none"> Question arose: Why is the IPS an objective when the plan hasn't been finished? Subgroup discussed concerns, issues, and shared suggestions. Other consortium coordinators came up with 			

	<ul style="list-style-type: none"> own IPS Questions arose surrounding clinics, and who is going to prophylaxis their staff. 			
HRSA Report	<ul style="list-style-type: none"> Regional Tabletop taking place using the hospital work plan Triage Tuesday-how to activate a triage system with EMS HRSA Workgroup developed: WI EOC for Hospitals Request for copies to be made of EOC description and the info sheets for the hospitals in each county. Other topics covered included: surge cots, RACES Project, Decon. Training, and Exercise training reports 	Copies from EOC For Hospitals	Delmore/Nall	
County Sharing	<ul style="list-style-type: none"> Adams is having a functional in July and partner involvement is improving. Columbia is had a Mass Clinic Tabletop with the involvement of partners from a local prison. They have found this to be an untapped resource for security staff. Lorenz also reports on wanting to start Influenza Planning for Businesses. Request for templates for Influenza Planning for Businesses from Carolyn Juneau had nothing to report Marquette is having a functional in June on Avian Flu/Mass Clinic. They are thinking of bringing a business group together for a Pandemic preparedness discussion. Sauk reports that for public outreach they will be entering in all the local parades to hand out brochures. Home Care has been presenting to local groups such as Homeward Bound and Home Health. 	Locate templates	Delmore/Nall	

Motion by Theis to adjourn seconded by McCartney. Motion carried.

Name of Meeting: BRAT Public Health Commission Meeting

Facilitator: Bev Muhlenbeck

Date of Meeting: May 31st, 2006

Recorder: Jessica Nall

Guest: Dave Pluymers (State of WI Director of Preparedness), Carolyn Strubel (State of WI DPH Program Coordinator)

Present: Sue McCartney, Bev Muhlenbeck, Linda McFarlin, Barb Theis, Susan Lorenz, Melissa Delmore, and Jessica Nall

Absent: NONE

Meeting called to order by Muhlenbeck verification of Open Meeting Law noted.

Approval of the Agenda. Add approval of Feb 2nd Minutes to June Agenda. Motion to approve by Lorenz seconded by McCartney. Motion carried

Approval of April 26th, 2006 meeting minutes with spelling/grammar corrections. Motion by Lorenz seconded by McFarlin. Motion Carried.

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
EPI Presentation and Report	<ul style="list-style-type: none">• <u>Presentation to Dave Pluymers:</u> EPI Nurses gave a presentation of their EPI Model. Highlights included Skill Building, Capacity Building, Collaboration, the “EPI Nurse” Model, and Future Directions and Development.• <u>EPI Report:</u> EPI Minutes from May will be attached to Commission Meeting minutes• Pluymers mentioned a meeting being held May 31st involving Nursing with Public Health Preparedness and the role of Regional Office nursing staff.• Pluymers also mentioned the largest goal is to develop an Early Detection and Surveillance System			
Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Budget	<ul style="list-style-type: none">• Tabled until June Meeting			

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
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Old Business	<ul style="list-style-type: none"> • Sample MOUs: Juneau County shared some of the MOUs they have developed. Their reports some concerns with reimbursement, as the state may not reimburse counties for volunteers and resources. • Request: If any county decides to change these sample MOU, forward to Health Officers. • Survey: Mental Health/Human Services- 2nd request for this information • Pandemic planning templates for businesses are on pandemicflu.gov –not much has been found for information-Seattle, WA also has good information on their website 	<p>Forward changed MOU's</p> <p>Send request to Keith Lang for this information</p>	<p>BRAT Consortium Health Officers</p> <p>Delmore/Nall</p>	
Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Coordinators Report	<ul style="list-style-type: none"> • Lead agency for mass fatality is NOT Public Health • At this time-unless it's a federally declared emergency, no dispensing to head of household • PH EOC Liason –Position description to be released soon • Haupt gave estimates for pandemic funding • Mid Year Review- Kristine's information and training schedule. Delmore will make contact to set up a date and time. • CDC Assessment should be out with grant guidance 	Set up Mid Year Review	Delmore	
Fiscal Agent Report	<ul style="list-style-type: none"> • No meeting to report on 			
HRSA Report	<ul style="list-style-type: none"> • Meeting June 2nd 			
County Sharing	<ul style="list-style-type: none"> • Adams is having a Functional Exercise July 11th and has a good feeling about the turnout. They will also be meeting with the school nurse about summer activities. • Columbia is giving a Pandemic Presentation to 			

	<p>their local businesses the end of June. Their Functional Exercise is June 23rd from 9am-1pm.</p> <ul style="list-style-type: none"> • Juneau had their Functional Exercise May 22nd. It went very well. • Request for list of Functional/Tabletop Exercise Dates for each county. • Marquette is having a functional on June 13th on Avian Flu/Mass Clinic. McCartney reports on meeting with a local group of pastors and discussed their roles in a pandemic. • Sauk reports that for public outreach they will be entering in all the local parades to hand out brochures. Their first parade is in Rock Springs on June 11th. The IPS Tabletop Exercise will be on June 14th from 1-3pm. • Request for Sauk County public outreach brochures to be forwarded to the Health Officers 	<p>Send out list of Exercise dates</p> <p>Forward brochure</p>	<p>Delmore/Nall</p> <p>Delmore/Nall</p>	
Training Update	<ul style="list-style-type: none"> • Command Caller- Those whom have not started/finished, have this completed before next meeting. • PIO/Crisis Communications- July 19th-May put sign-up on TRAIN • Contact Dr Haney to add 2 more people to the total number • EOC Mass Clinic-Sept 21st • Email list of those to be invited to Health Officers 	<p>Finish Command Caller Training</p> <p>Contact Dr Haney</p> <p>Email Health Officers</p>	<p>Health Officers</p> <p>Delmore/Nall</p> <p>Delmore/Nall</p>	

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Motion by Theis to adjourn seconded by Lorenz. Motion carried.

PUBLIC SAFETY & JUDICIARY

DATE: May 11, 2006 TIME: 9:00 a.m. PLACE: Room A260
Adams County Courthouse 400 Main Street Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, Cynthia Loken, Jerry Kotlowski, Harry Davis, John West
OTHERS PRESENT: Chief July, Deb Barnes, Dennis McFarlin, Dee Helmrick, Jane Grabarski, Becky Kirslenlohr, Shirli Suchomel, George Coulter, Quantic Architects representative

1. Call to Order – County Board Chair Cynthia Loken called the meeting to order at 9:00 a.m.
2. Was the meeting properly announced? – Yes.
3. Roll call: West, Davis, Kotlowski, Loken, Johnson all present.
4. Approve the Agenda – **MOTION** by Jerry Kotlowski/John West to approve the agenda for the 05/11/06 meeting. MC/Unan.
5. Elect Committee Chair, Vice Chair, Secretary – County Board Chair Loken nominated John West as Public Safety & Judiciary Committee Chair. West accepted the nomination and after three calls nominations were closed. West was elected Chair unanimously. John West called for Vice Chair nominations; Jerry Kotlowski nominated Florence Johnson who accepted nomination. After three calls nominations were closed. Johnson was elected Vice Chair unanimously. Loken nominated Harry Davis Secretary and Davis accepted. After three calls nominations were closed and Davis was elected Secretary unanimously.
6. Appoint Recording Secretary – For the first meeting, Committee appointed Shirli Suchomel Recording Secretary.

Committee Chair West led introductions of everyone in attendance.

Family Circuit Court Commissioner – Dennis McFarlin – At 9:10 a.m. Dennis McFarlin explained his duties as Family Circuit Court Commissioner, adding that the state is opting out of funding and putting it on local government entities. He suggested considering a new courtroom with the proposed expansion project, and will promote teleconferencing. McFarlin will attend the next few meetings, then he will submit written reports for most Committee meetings and will appear approximately quarterly.

Child Support – Deb Barnes will explain her duties to the full County Board so everyone hears it at once. She then presented her performance report and explained it in detail. She informed Committee that federal grant money is no longer available by State level fund matching; it will match 66% of County level funding. Barnes expressed interest in being included in the expansion project as well. **MOTION** by Loken/Johnson to accept the Family Circuit Court Commissioner’s report and the Child Support director’s report. MC/Unan.

Clerk of Circuit Court – Dee Helmrick handed out her Committee report. The Community Service program is under renovation. She requested approval to attend the Wisconsin Dells State-Wide Summer Conference. **MOTION** by Loken/Kotlowski to approve Dee Helmrick’s Summer Conference and hotel room. MC/Unan. The request for approval of conference was signed by all members and returned to Helmrick. Her vouchers were submitted and signed. **MOTION** by Davis/Johnson to approve the Clerk of Circuit Court’s report. MC/Unan

Register in Probate – Vouchers were submitted for approval.

District Attorney – Vouchers will be coming in later.

Emergency Management – Jane Grabarski described the MARC (Mutual Aid Receiver Channel) radio system for multi-agency emergency communication. She sought approval to pursue MARC grants to cover 75% of costs up to \$20,000 for radios, re-programming, and base station repeater. **MOTION** by Davis/Loken to approve Emergency Director Grabarski to write for MARC grant for repeater and base station. MC/Unan. Coulter, Keuler, and Kneiss joined the meeting. Job description for the positions of HAZMAT Chief and HAZMAT Team members was presented. Personnel and Administrative Committees have approved them, and they are presented to Public Safety & Judiciary Committee for approval today. Jane wishes to advertise first for HAZMAT Chief, and then select the team. She reported that the funding is in her budget for this project. **MOTION** by Loken/Kotlowski to approve the HAZMAT positions as presented. MC/Unan. Jane gave Committee her vouchers, minutes of previous meetings, and summary page. **MOTION** by Kotlowski/Davis to accept Emergency Management's reports. MC/Unan.

District Attorney- Vouchers were brought into the meeting.

Coroner's Report - Coroner George Coulter reported a busy month with ten cremation permits and four death investigations, producing \$880 of income. He submitted his vouchers and his expense report was signed.

Sheriff's Department - **MOTION** to go into closed session was made by Kotlowski/Loken. Roll call vote: Johnson: Yes. Loken: Yes. Kotlowski: Yes. Davis: Yes. West: Yes. Unanimous. The Committee will convene in closed session per Wis. Stat. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting closed. Shirli shut off the tape recorder and all parties except Committee members, Corp Counsel, and Administrator left the meeting.

At 11:15 a.m. the meeting reconvened in open session. Sheriff Sindelar, Chief July, Jane Grabarski, Deb Barnes, Quantic Architects, John Keuler, Becky Kirslenlohr, and Shirli Suchomel joined the meeting. The audiotape was started.

MOTION by Davis/Kotlowski to deviate the agenda to item 5b, Needs Assessment. MC/Unan. Chief Deputy David July stated he had five written proposals for the Sheriff's Department space needs study; however, he had not heard of other departments' requests to be included in this project until this morning, so the proposals would not reflect any other department's needs. Chief gave envelopes from the five firms that responded to Chair West to open. Chief reported checking into the old Highway shop building as a possible site, but contamination and leaking makes it not feasible. Envelopes were opened:

1. Kline McCarthy & Company of Minneapolis – Bid: \$4,800
2. Brey & Associates Architect Association Inc. of Middleton - Bid: \$4,500
with reimbursable printing expenses of \$350.00 per printing; possible total of \$5,200
3. Quantic Architecture of Appleton - Bid: \$9,500
4. R.C. Shutter of Madison -
Bid: \$2,990
with notes stating a possible \$1,870 could be deducted from architect's fee if this is the chosen bid
5. Ayres Associates of Eau Claire - Bid:
\$12,500

The Quantic Architect representative addressed Committee and left at 11:34 a.m. Committee decided to forward all bids to Sheriff Sindelar for review and recommendation, and she will report back to Committee in the June meeting.

2. **MOTION by West/Davis to approve the minutes of the April 7, 2006, Law Enforcement Committee meeting. MC/Unan.**
3. **Communications – none**

4. 4. Animal Shelter Report/Animal Control Officer Report – no representatives were present and no report was turned in. Committee asked for future meetings Animal Shelter and Animal Control submit written reports only.
5. 5. Chief Deputy report:
 - a. a. Grant updates: Chief July reported \$4,080 will be coming from the bulletproof vest grants from 2002 through 2005. Video and audio taping requirements have a compliance date of January 1, 2007. He wishes to apply for grant money that will recoup \$5,000 of this cost, with the remainder to come from Jail Assessment funds. MOTION by Kotlowski/Johnson to approve grant acquisition by Chief July for Audio-Visual equipment. Discussion followed. MC/Unan. Click It or Ticket grant is a \$4,000 award by lottery for participation in a seat belt/child restraint enforcement effort in a three-phase program this summer. Sheriff reported that because of the new State law requiring booster seats, child booster seats will be offered at the Sheriff's Booth at the County Fair and money is needed to purchase the seats.
 - b. b. done earlier
 - c. c. Spillman – E911 grant – June 6 is the pre-implementation meeting; training is starting the first week of October and will last eight weeks. Cynthia Loken will attend this training, and Harry Davis expressed interest in attending as well.
 - d. d. Lieutenant Positions – County Board Chair Loken had the resolution for instituting the Lieutenant Positions; the Executive Committee already approved the job description. MOTION by Loken/Davis to approve three Lieutenant Positions in the Sheriff's Department, with the resolution to go to full County Board. Discussion followed. MC/Unan.
 - e. e. Captain's Position – The Executive Committee approved the new job description, which was changed from its original. MOTION by Kotlowski/Loken to approve the Captain's job description. MC/Unan.
6. 6. Jail Report
 - a. a. Safekeeper written report was included in Committee packets
 - b. b. Jail operations report – the annual State Jail Inspection was conducted by Bob Lee. He wanted jail policy updated with minor adjustments to become compliant. Tiles are leaking in a shower and the spray-on wall sealer will be installed. The process takes two weeks for proper drying and setting which involves inmate housing in other pods, and decline in Safekeeper population. There were no inmate complaints. A new mandate to classify inmates by gang affiliation will be in effect January 1, 2007. Loken proposed a Committee and County Board tour of the jail at 6:00 p.m. before the June County Board meeting. If health care rates go up, Safekeeper rates will need to be adjusted.
7. 7. Committee Reports – No accidents. Purchase Orders/Vouchers were signed. Financial reports were included in the Committee packets with Payroll/Overtime reports. MOTION by Kotlowski/Davis to approve Purchase Orders/Vouchers submitted to this Committee from all departments, and Sheriff's Department Financial, and Payroll reports. MC/Unan.
8. 8. Set next meeting date/agenda items – Tuesday, June 13, 2006, 9:00 a.m. For next agenda: Gasoline, Sheriff's Department, in addition to all regular business.
9. 9. Adjourn – MOTION by Davis/Loken to adjourn. MC/Unan. 1:44 p.m.

Submitted by Deputy Sheriff Shirli Suchomel, Adams County Sheriff's Department, Acting Secretary

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**THURSDAY, MAY 4, 2006, AT 9:00 A.M.
HIGHWAY DEPARTMENT OFFICE
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
David Renner, Secretary
Robert Dixon
Florence Johnson

OTHERS PRESENT: Ronald Chamberlain, Highway Commissioner
Joe Romano, Jay Romano and Cindy Loken

WAS THE MEETING PROPERLY ANNOUNCED? YES

CALL MEETING TO ORDER / ROLL CALL: The Meeting of the Adams County Public Works Committee was called to order at 9:00 A.M., on Thursday, May 4, 2006. ROLL CALL: BABCOCK, MORGAN, RENNER, DIXON, JOHNSON. ALL MEMBERS PRESENT.

APPROVE THE AGENDA: Motion by Dixon to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

ELECTION OF OFFICERS: Motion by Morgan to nominate Larry Babcock for the Chairperson on the Adams County Public Works Committee and to close nominations and to cast a unanimous ballot, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Johnson to nominate Dean Morgan for the Vice-Chairperson on the Adams County Public Works Committee and to close nominations and cast a unanimous ballot, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Dixon to nominate David Renner for the Secretary on the Adams County Public Works Committee and to close nominations and to cast a unanimous ballot, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Renner to have the Highway Commissioner act as the recording secretary for the Adams County Public Works Committee – Highway Department, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

SELECT MEETING DATES & LOCATIONS: Motion by Renner to have the Adams County Public Works Committee meet on the 2nd Wednesday of the month at 9:00 a.m., unless otherwise specified, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

APPROVE MINUTES OF APRIL 13, 2006 MEETING: Motion by Morgan to approve the Minutes as printed of the Adams County Highway Committee Meeting for April 13, 2006, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MAY 4, 2006 ~ AT 9:00 A.M.**

ATV ROUTE ~ CTH "Z" (AKRON AVENUE TO ROMANO'S): Motion by Morgan to deny the request for an ATV Route on County Road "Z" from Akron Avenue to Romano's due to safety issues, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

OPERATIONS STUDY: Presented a list of proposed core functions: *Seal Coating, Dirt Work, Culvert Replacement, Signing, Painting, Hauling: Gravel~Salt~Dirt~Rock~Blacktop & etc., Brushing, Crackfilling, Mowing, Snow Plowing, Patching, Guardrail Repair & Installation, Shouldering Maintenance & New, Snow Fence, Cooperative Work: Towns~Counties~State, Erosion Control, Concrete Repairs, Sweeping, Landscaping, Bridge Maintenance, Anti-icing, Grading, Grubbing, Traffic Control, Road Patrolling, Adopt-A-Highway ~ Debris Pickup and Emergency Repones.* Core functions will be further defined and cost out.

REVIEW & ACT ON CTH “A” BIDS: Only one bid was received for the CTH “A” Project between CTH “B” & CTH “G”: ***D.L. Gasser Construction ~ \$547,279.00.*** Motion by Morgan to award the CTH “A” Project between CTH “B” & CTH “G” to D.L. Gasser for an amount of \$547,279.00, but not to proceed until budgetary feasible, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON CTH “O” BIDS: Two bids were received for the CTH “O” Project between CTH “G” & 1.155 miles east of 8th Avenue: ***D.L. Gasser Construction ~ \$637,324.70 / Northeast Asphalt ~ \$674,486.44.*** Motion by Dixon to award the CTH “O” Project between CTH “G” & 1.155 miles east of 8th Avenue to D.L. Gasser for an amount of \$637,324.70, but not to proceed until budgetary feasible, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON STATE D.O.T. NORTHWEST REGION TMA: Motion by Renner to approve the State D.O.T. Northwest Region Traffic Maintenance Agreement for 2006 in the amount of \$65,000.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

COUNTY COOPERATIVE AGREEMENTS / MARQUETTE ~ WAUSHARA: The Highway Commissioner explained and presented an idea to the Public Works Committee that involves County Cooperative Agreements with surrounding counties. Motion by Johnson to continue to pursue a formalized agreement(s) with surrounding counties for cooperative efforts concerning projects, equipment and operators, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

WAYSIDES: Motion by Dixon to approve a Resolution to take over ownership and maintain operations of the six WisDOT wayside facilities that are located in Adams County and to transfer \$60,000 from the General Fund to a special non-lapsing account in the Highway Budget for the maintenance of these six wayside, this Resolution will be forwarded to County Board to be acted on at the May 2006 County Board Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING MAY 4, 2006 ~ AT 9:00 A.M.

REVIEW OF DEPARTMENT POLICIES AND OPERATIONS: The Highway Commissioner presented and reviewed with the Adams County Public Works Committee policies on: Traffic Impact Study ~ Snow Barriers ~ Driveways ~ Utilities.

REVIEW COMMITTEE RESPONSIBILITIES AS RELATED TO HIGHWAY DEPARTMENT: The Highway Commissioner reviewed with the Adams County Public Works Committee the Wisconsin Statutes that pertains to County Highways.

RECLAIMER #400 SALE ~ TRADE: Motion by Dixon, second by Morgan to accept the Miller-Bradford & Risberg offer to make an even trade on Reclaimer #400 for:

**2005 ~ 521D Case Tractor Loader
Case 420 Uniload**

48” Pallet Forks
Rubber Tracks for Case 95XT

ROLL CALL VOTE: Morgan – YES, Dixon – YES, Johnson – YES, Babcock – YES, Renner – NO.
MOTION CARRIED.

ACT ON UNION POSTING: Motion by Renner to accept the Union Posting: Sweeper #185 – **NO SIGNATURES**, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

TRAINING: NONE

FINANCIAL REPORT: Motion by Morgan to approve the April 2006 Financial Report as audited, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

PAYROLL & VOUCHERS: Motion by Johnson to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

SITE VISITS TO CTH “O”, CTH “W”, CTH “D”, CTH “A” AND SEVEN SISTERS QUARRY: The Highway Commissioner and the Adams County Public Works Committee viewed CTH “O”, CTH “W”, CTH “D”, CTH “A” and the Seven Sisters Quarry.

ADJOURNMENT: Motion by Johnson to adjourn the meeting until June 5, 2006, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

Meeting adjourned at 4:28 p.m.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY PUBLIC WORKS COMMITTEE

Wednesday, May 10, 2006 7:00 PM

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Robert Dixon
David Renner

OTHERS PRESENT: Myrna Diemert, Director
Hank Strohmeyer, Foreman
Steve Bischoff, Ayres Associates
Barb Morgan

The meeting of the Adams County Public Works Department was called to order by the Chair, Larry Babcock, at 7:00 P.M.. The meeting was properly announced. Roll call: All Committee members present. ***Motion by Dixon, second by Renner, to approve the agenda as printed. All in favor. Motion carried.***

Ms. Diemert welcomed the new Committee members and handed out packets containing Ordinances and Agreements for the Department.

MINUTES: *Motion by Dixon, second by Johnson, to approve the minutes of the April 12, 2006 Open Session as presented. All in favor. Motion carried.*

ANNOUNCEMENT OF CHAIR, VICE-CHAIR, SECRETARY AND RECORDING SECRETARY: Larry Babcock announced that during the May 4th Public Works Committee Meeting held at the Highway Department the following elections and appointments were made: Larry Babcock-Chair; Dean Morgan-Vice-Chair; Dave Renner-Secretary, Ron Chamberlain-recording secretary for Highway portion of the Public Works Committee meetings. Motion by Dixon, second by Johnson, to appoint Myrna Diemert as the recording secretary for the Solid Waste portion of the Public Works Committee Meetings.

TOUR OF SOLID WASTE FACILITIES AND WELLHOUSE: Ms Diemert then gave a tour of the Solid Waste facilities including the recycling operations, composting/yard waste facility, the demolition and sanitary landfill areas, the two leased farm fields, the clay borrow site, and the wellhouse-fire protection pond & pumping systems at the Industrial Park.

PUBLIC PARTICIPATION: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondence to present to the Committee.

FINANCIAL REPORT/BUDGET REVIEW/FRIDAY CHECK APPROVALS: Ms. Diemert next presented and reviewed the April 2006 Financial Report and two Friday checks for approval. *Motion by Renner, second by Dixon, to approve the April 2006 Financial Report and two Friday checks as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report for April/May 2006 (see attached copy) and discussion was held. *Motion by Morgan, second by Dixon, to approve the Site Report as corrected. All in favor. Motion carried.*

DISCUSSION OF OFFICE STAFFING & CREATION OF POSITION: Ms. Diemert updated the Committee on the progress of the position. Corporation Counsel and the County Administrator reviewed the revised job description and organizational flow chart and have forwarded them to the County's attorney. A meeting has been scheduled for May 17th to discuss those recommendations. We hope to take this to County Board in June.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert stated that she had no approvals for trainings or conferences to bring before the Committee at this time. She also reminded the Committee of upcoming conferences in July and October in LaCrosse and Waupaca.

APPROVAL OF REI GRANT PARTNER AGREEMENT: Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

VOUCHERS: The vouchers were presented to the Committee and signed. *Motion by Johnson, second by Renner, to approve the vouchers and send on to the Administrative & Finance Committee. All in favor. Motion carried.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms Diemert stated she will place the City of Adams Contract Extension on the next agenda.

NEXT MEETING AND ADJOURN: *Motion by Morgan, second by Johnson, to adjourn until the meeting scheduled for Monday, June 5, 2006 at 9:00 A.M. at the Highway Department. All in favor. Motion carried.* Discussion was held regarding the standing Committee meeting schedule. We will try to hold the Public Works Committee meetings on the second Wednesday or Thursday of the month. The May and June dates had to be changed due to vacations and conferences that interfered with this schedule. Further discussion will take place on this matter.

Meeting adjourned at 9:25 P.M..

Larry Babcock, Chair

Dean Morgan, Vice-Chair

Florence Johnson

Bob Dixon

Dave Renner

SITE REPORT
May 10, 2006
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,357,000 lbs of garbage were brought in which is the third highest amount ever brought into the landfill for April. This is over approximately 46 tons less than last year. The loss of Dell Prairie's waste also makes up most of the balance of the lost tippage.

There were 30 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,800 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,387 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on Tuesday, April 18th and Thursday, April 27th.

Attend Department Head meeting on April 27, 2006.

Attended the Health Insurance Study Committee on May 2, 2006.

Will attend WCSWMA Executive Board meeting on May 11, 2006 in Mosinee

Attended other various meetings through the month.

Gave a presentation with Dean Swenson from Western Recycling Association to the AF 7th grade classes to discuss recycling. This is part of our REI joint education project with Vernon and Jackson Counties. The following day the 7th grade classes picked up debris and recyclables from the City park area which was coordinated with our Department for Earth Week.

Will attend the Landfill Advisory Committee meeting on Monday, May 15th at 7:00 PM at the Strongs Prairie Town Hall.

Will attend Dept. Head meeting on Thursday, May 25, 2006 (if not on vacation).

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance and repairs were performed during the month. Hank has been working on conveyors for the glass crushing operation. The conveyors were purchased through Federal Property.

INSPECTIONS: A fire inspection was conducted on May 8th by the Fire Department. No violations or corrections were noted. No other inspections were performed during the month.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

A safety/staff meeting was held on April 21, 2006.

Arranged for one employee to have random drug & alcohol testing for CDL.

Working on Developing a Compliance Assurance Plan (CAP) for an Effective Recycling Program under s NR544.04 (9g), Wis. Adm. Code. This is required to continue to receive recycling grant money. The City of Adams will be incorporated into our Plan and this may qualify us for additional REI grant monies. This is our written policy on how we will assure that residences and businesses are recycling in our Responsible Unit.

The Underground Diesel Tank Monitor annual maintenance was performed on April 13, 2006. The Cathodic test was also performed. All systems are working fine and with passing results.

No other significant loss control/safety issues were seen this month.

Arranged for two employees to attend the DNR Landfill Operator Certification testing in Madison on May 5, 2006.

***See Site Improvements section for more Loss Control/Safety Issues**

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

Quarterly maintenance and testing was performed on April 28, 2006 at the wellhouse. All systems passed.

Also working with , United Liquid Waste, Property Committee and Corporation Counsel on a multi-year proposal for maintenance of the wellhouse pond. Debris & sludge need to be controlled and removed on a regular basis to keep the intake screens and pumps clear and operating.

ADMINISTRATIVE PROJECTS: During the month of April/May the Director performed the following duties: Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to work with Alliant Energy and Ken Weis Electric on the new transformers and wiring on the electrical at the landfill. This is required due to safety issues and the mandatory switch from ACEC to Alliant Energy for the three-phase power. The switchover is scheduled for Monday, May 15th and the shop and recycling building will be without power for most of the day. The office & scale will not be affected.

Completed and submitted the State Fuel Tax Refund claim form. Over \$11,000 is expected in fuel tax refunds.

Received notice of the 2006 Recycling Efficiency Incentive Grant in the amount of \$13,654.76.

Received notice of the 2006 Basic Recycling Grant in the amount of \$118,583.41.

Continued to coordinate new curbside and residential route customer orders. We had 18 new customers since the last report that adds \$3,768 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program.

Working with Parks Department and Hank to submit a proposal for the expansion of the south parking lot at Castle Rock Park.

Arranged for scrap tin can lids that came from the glass pile to go to Sadoff. We are getting \$55 per ton for the scrap tin cans. This material was captured with the magnetic head on the conveyor system. This material otherwise would

have gone to the landfill as reject. Approximately \$1261 profit is expected from shipping this material that otherwise would have gone into the landfill.

Sold compost for the Big Flats Fire Victims on Saturday April 22nd and also for the Land Conservation Tree & Shrub Pickup on Friday, April 28th. We sold 95 bags of compost and received \$475.00 in revenues. Most of these customers will be back for additional bags. Oneida County did not charge us for the bags or the use of the bagger. This was part of our REI Agreement.

Also arranged for the Master Gardeners to pick up bulk compost on Saturday May 13th.

Continued to coordinate the Hazardous Waste Clean-Sweep and handed out pamphlets that included this information.

Met with marketing vendors, placed ads regarding various advertisements around the county. The billboard sign at the gate will be updated to reflect the change in the Tuesday evening hours.

Submitted monthly recycling report to the City of Adams as required. Corporation Counsel has reviewed the contract extension agreement letter and it will be sent to the City for approval and also placed on the next month's agenda.

Received another call from a Nebraska company regarding our glass aggregate operations. He would like to get a similar operation started in Nebraska and is very excited that Wisconsin and Adams County has pursued using glass as aggregate and want to learn from our experiences.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: No new construction was performed.

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**MONDAY, JUNE 5, 2006, AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: **Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
David Renner, Secretary
Robert Dixon
Florence Johnson**

OTHERS PRESENT: **Ronald Chamberlain ~ Highway Commissioner
Myrna Diemert ~ Solid Waste Director
Mike Scott ~ Airport Manager
Gerald & Katie Wittbrodt, Tom McNally & Sherry Kotlowski**

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Monday, June 5, 2006.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, MORGAN, RENNER, DIXON AND JOHNSON. ALL MEMBERS PRESENT.

APPROVAL OF AGENDA: *Motion by Renner to approve the Agenda as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETINGS (MAY 4, 2006) & (MAY 10, 2006): *Motion by Morgan to approve the Minutes as printed of the Adams County Public Works Committee Meetings for May 4, 2006 and May 10, 2006, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Public participation was requested by Gerald & Katie Wittbrodt & Tom McNally on Agenda item #10 ATV Route ~ CTH "D" between Penhurst Way & 9th Avenue.

AIRPORT:

DNR REQUEST FOR WELL INSTALLATION: The Adams County Airport Commission received a letter from the Wisconsin Department of Natural Resources asking permission to install a 6" well at the Adams County Airport to support Single Engine Air Tanker (SEAT) forest fire suppression operations. *Motion by Johnson to go ahead and start procedures and to request a letter of intent / understanding from the WisDNR, addressed to the Public Works Committee, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION PROPOSAL FOR LAND USE ZONING AROUND AIRPORT: Airport Land Use Ordinance Proposal from North Central Regional Planning Commission is attached to these minutes. The Public

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Works Committee discussed the proposal as presented. Airport Manager will contact the Town and Planning & Zoning and will return with more information for the Public Works Committee.

UPCOMING 6 YEAR IMPROVEMENT PLAN UPDATE: Attached to these minutes is an improvement plan update for the Airport:

- Hanger Area Improvements
- Expansion of Aircraft Apron / secondary enhancements
- Precision approach path indicator

Instrument approach with runway end identifier

This was a discussion and clarification of previously approved plans for the Public Works Committee.

HIGHWAY

ATV ROUTE ~ CTH "D" BETWEEN PENHURST WAY & 9TH AVENUE: Gerald & Katie Wittbrodt and Attorney Tom McNally representing property owners: Cernick, Awbry & Lomonto appeared before the Public Works Committee and stated that they opposed the ATV Route on CTH "D" between Penhurst Way & 9th Avenue due to safety issues. *Motion by Morgan to deny the ATV Route for CTH "D" between Penhurst Way & 9th Avenue due to the public opposition and safety concerns, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

OPERATIONS STUDY: The Public Works Committee reviewed the core function list. *Motion by Dixon to approve the core function list as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* The Public Works Committee reviewed the Operation Study Recommendations that were compiled by the County Administrator and Highway Commissioner. *Motion by Renner to send to County Board the Operation Study Recommendations as presented with the understanding that this is a working document and subject to change, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* (CORE FUNCTION LIST & OPERATION STUDY RECOMMENDATIONS ATTACHED TO THESE MINUTES)

REPORT ON HIGHWAY DEPARTMENT OPERATIONS: HIGHWAY DEPARTMENT OPERATIONS REPORT:

- ✓ CTH O - The Highway Crew is wrapping up our work on CTH O the culverts have been replaced, the ditches and shoulders reshaped, the sub-base widened, and it is greening up nicely. Kraemer has been in and

pulverizing was completed last week. The bridge contractor will have the two bridges wrapped up the week of June 16, 2006, which is 3 weeks early. The project will then be turned over to Gasser for base placement and black top.

- ✓ CTH W – Gasser has placed the binder mat on and is scheduled to come back and place the finish mat the week of June 19th. When that is done we will have about a two-week cure until the week of July 10th when we will shoulder, paint and wrap it up.
- ✓ CTH D (8th Ave. to STH 73) - Gasser is scheduled to come back and place the finish mat the week of June 19th. When that is done we will have about a two-week cure until the week of July 10th when we will shoulder, paint and wrap it up.
- ✓ CTH A (CTH G to CTH EE) – Gasser has lost about a week due to rain so the completion date on this project is pushed back to July 14, 2006. A large part of the dirt work on this project and the base course is on from CTH G to the RR track. The railroad is delaying the situation and we are working on

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them to get in and complete the crossing. We have had some right of way issues on this project that have been addressed and resolved.

- ✓ CTH A (CTH G to CTH B) – After the Highway Crew wraps up CTH O they will be moving down and starting the pipe, ditch and shoulder work on this project. The pulverizing, base gravel and black top are on hold until next year, due to increased costs related to oil, i.e. fuel, seal coat oil, asphalt oil, etc.

BIDDER	Hazel	Schaetzka	Collins	Billington	Fenner	A&F IGA	Lawn Plus
AMOUNT OF BID	\$4,125	\$2,100	\$1,435	\$1,505	\$824	\$1,800	\$2,984.50

- ✓ Seal coating in Adams County –

is tentatively scheduled for June 26th. We will be sealing CTH B at that time. Dependent on how the budget holds up we may or may not seal CTH C this year.

- ✓ Overlay CTH G – this project was set up from CTH C to CTH 73. Due to increased oil costs this project will be scaled back to the area from CTH O (north) to STH 73. We will be advertising this for let this month.
- ✓ #400 reclaimer is gone and the new skid steer and new loader are here.
- ✓ 295 loader is advertised for sale.
- ✓ The firewood bids came in; the firewood was awarded to Hazel for \$4,125.00. The bid results were:
- ✓ Bridge inspections are underway this week.
- ✓ Starting this week our chip spreader, and 2 rollers are working with Portage County in Portage County. They have someplace between 60 and 90 miles of seal coating to do up there.

APPROVAL OF ANY TRAININGS OR CONFERENCES: *Motion by Renner, second by Johnson to approve the following training requests:*

- 1) *Air Conditioning Diagnosis & Service / Mark Crump~Paul Craddock~Randy Petersen / June 12 & 13, 2006 ~ Janesville, WI / FEE: Registration \$149.00 each = \$447.00.*
- 2) *Compass Training / Patrick Kotlowski / August 1 & 2, 2006 ~ Wisconsin Rapids, WI / FEE: Meals (TBD)*

VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.

WINTER MAINTENANCE BUDGET: NO DISCUSSION ~ THIS AGENDA ITEM WAS PULLED BY COMMITTEE CHAIR.

CTH “A” PROJECT FROM CTH “B” TO CTH “G”: *Motion by Morgan to not grind and gravel the CTH “A” Project from CTH “B” to CTH “G” until the spring of 2007, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

FINANCIAL REPORT: *Motion by Johnson to approve the May 2006 Financial Report as audited, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

12:05 P.M. ~ COMMITTEE MEMBER FLORENCE JOHNSON ASKED TO BE EXCUSED.

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PAYROLL & VOUCHERS: The Highway Department payroll and vouchers were presented to the Committee for signatures. *Motion by Dixon to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

SOLID WASTE

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondence to present to the Committee by the Solid Waste Director.

FINANCIAL REPORT/BUDGET REVIEW/FRIDAY CHECK APPROVALS: Ms. Diemert next presented and reviewed the May 2006 Financial Report and one Friday check for approval. *Motion by Renner, second by Morgan, to approve the May 2006 Financial Report and Friday check as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report for May/June 2006 (see attached copy) and discussion was held. *Motion by Dixon, second by Renner, to approve the Site Report as corrected. All in favor. Motion carried.*

DISCUSSION OF OFFICE STAFFING & CREATION OF POSITION: Ms. Diemert updated the Committee on the progress of the position. Corporation Counsel and the County Administrator met with SW Director regarding changing the job description and duties to meet the needs of a part time county-wide loss control person as well as staffing for the Solid Waste office. More discussion needs to be held on this position after further review of the Alpha Terra report.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert stated that the July 20 & 21st Joint LaCrosse County Solid Waste Meeting/WCSWMA Summer Conference will need to be approved for Committee members and Director to attend. *Motion by Morgan, second by Renner, to allow Committee members and the Director to attend this conference. All in favor. Motion carried.* The Committee then signed the Training/Conference Approval Request Form. The Committee was instructed to let the Director know by June 20th if they plan to attend and if they need a room.

APPROVAL OF REI GRANT PARTNER AGREEMENT: Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

EXTENSION OF CITY OF ADAMS CONTRACT: Ms. Diemert presented an agreement to extend the City of Adams garbage and recycling contract for an additional year through 6/30/07. Corporation Counsel and the Administration have reviewed the agreement and the City has also approved the agreement. *Motion by Dixon, second by Morgan, to sign the letter to extend the City of Adams contract for an additional year. All in favor. Motion carried.*

VOUCHERS: The vouchers were presented to the Committee and signed. *Motion by Renner, second by Dixon, to approve the vouchers and send on to the Administrative & Finance Committee. All in favor. Motion carried.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms Diemert stated she will
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place the loss control/office position on the next agenda.

ADJOURNMENT AND NEXT MEETING DATE: *Motion by Morgan, second by Johnson, to adjourn until the next scheduled meeting, Thursday, July 13, 2006 at 9:00 A.M. at the Highway Department. All in favor. Motion carried.*

Meeting adjourned at 1:52 P.M..

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT
June 5, 2006
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,847,320 lbs of garbage were brought in which is the third highest amount ever brought into the landfill for May.

There were 20 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,200 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,407 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on Tuesday, May 16, 2006.

Attended a Credit Card meeting on May 16, 2006.

Attended a meeting with Corp Counsel & Administrator on staffing at landfill.

Attend Department Head meeting on May 25, 2006.

Attended meetings for Loss Control and Insurance Committee regarding the Alpha Terra report on June 2, 2006.

Attended WCSWMA Executive Board meeting on May 11, 2006 in Mosinee

Attended other various meetings through the month.

Attended the Landfill Advisory Committee meeting on Monday, May 15th at 7:00 PM at the Strongs Prairie Town Hall.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance and repairs were performed during the month

INSPECTIONS: No other inspections were performed during the month.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

A safety/staff meeting was held on May 31, 2006.

Continued on developing a Compliance Assurance Plan (CAP) for an Effective Recycling Program under s NR544.04 (9g), Wis. Adm. Code. Hauler notification plan was also being developed and will be completed by the 7/1 due date.

Two employees received notification that they passed the DNR required Landfill Operator Testing & Certification in Madison.

No other significant loss control/safety issues were seen this month.

***See Site Improvements section for more Loss Control/Safety Issues**

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

ADMINISTRATIVE PROJECTS: During the month of May/June the Director performed the following duties: Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 26 new customers since the last report that adds \$7,548 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program.

Continued to help coordinate the Hazardous Waste Clean-Sweep with Loss Control officer.

Coordinated the Gus Macker special event garbage & recycling project.

Prepared an estimate for Parks Department for parking lot expansion at Castle Rock Park.

DNR Garbage & Recycling Haulers license renewal application form was updated and submitted by the due date.

Met with marketing vendors, placed ads regarding various advertisements around the county. The billboard sign at the gate will be updated to reflect the change in the Tuesday evening hours.

Submitted monthly recycling report to the City of Adams as required.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: No new construction was performed.

Function List

Routine Maintenance Activities

- Seal Coating
- Signing
- Painting
- Crack filling
- Mowing
- Culvert Replacement
- Brushing
- Patching
- Guardrail Repair
- Shoulder Maintenance
- Erosion Control
- Concrete Repairs
- Sweeping
- Landscaping
- Bridge Maintenance
- Grading
- Grubbing
- Traffic Control
- Road Patrolling
- Debris Pickup
 - Emergency Response
 - Adopt-A-Highway
 - Garbage

Construction Activities

1. Dirt Work – work on ditches, side slopes and back slopes done by the crew, which is contracted out would have to have a full set of engineering plans.
2. Culvert Replacement – Replacement of cross culverts and driveway culverts at the time of construction.
3. Brushing – cutting of tress and brush in preparation for road construction.
4. Guardrail Installation – Installation of new or upgraded guardrail as part of construction.
5. Shoulder Installation – installation of shoulder gravel as part of construction.
6. Erosion Control – Installation and maintenance of erosion control during construction, i.e. silt fence, seeding, mulching, ditch checks, etc.
7. Landscaping – final landscaping and or seeding and mulching as part of the construction process.
8. Grading – grading the mainline and intersections of the project.
9. Grubbing - Stump removal during the construction process.
10. Traffic Control – Detours, sign maintenance, placement and maintenance of traffic control devices, i.e. barricades.

Miscellaneous Activities

1. Hauling: Transport of the following materials.
 - a. Gravel
 - b. Salt
 - c. Dirt
 - d. Rock
 - e. Blacktop
 - f. Others
2. Cooperative Work: Cooperative work involving all of our equipment with the following entities.
 - a. Towns
 - b. Counties
 - c. State

Winter Maintenance

Anti-icing
Snow Plowing
Snow Fence

Adams County Government

Operations Outline

Department: Highway

Department Head: Ron Chamberlain

Reason for Outline: Virchow Krause Highway Department Operations Study

Manager: John Keuler, County Administrator

Date Started: 4/13/06

Date Completed: 5/30/06

***** ALL DATES ARE SUBJECT TO CHANGE *****

Recommendation	How Recommendation Will Be Accomplished:	Projected Timeline for Completion
1. The Highway Department should continue to evaluate the most optional number of state-trunk highway winter maintenance sections that are needed to meet service and safety needs. While the industry standard of 50 lane miles per section should be the goal, other	Continue the yearly review of road geometry and safety considerations	Timeline: Continuous. By July of each year.

<p>factors related and safety also need to be considered. No changes should be made to the number of county-trunk highway sections.</p>		
<p>2. The Highway Department should develop a better business model for determining the true cost and revenue available to the Highway Department since with few exceptions, the cost of performing these services for non-County customers rarely provide enough subsidy to cover their full cost of operation. The County should base new or replacement equipment purchases on whether it will or will not support the core activities of the Highway Department. Those items that do not support core functions, do not cover the full cost of operation, or require additional staff to operate should be avoided.</p>	<p>Commissioner and Administrator to revisit.</p>	<p>Timeline:</p>
<p>3. The Highway Department should take a more active role in evaluating the annual utilization of vehicles and equipment. Low utilization items that are needed to perform activities only a few times per year should be considered for potential rental agreements as opposed to the County owning the equipment. Alternatively, the Highway Department could consider outsourcing these activities that require specialty equipment. If leasing is the preferred method, the County should revisit its current policy of requiring full County Board approval for rentals that exceed the term of the current members. This policy (Rule 16(3) County Contracts & Lease Agreements) could limit the Highway Department's flexibility in obtaining the most favorable lease terms if the equipment is needed for an extended period of time.</p>	<p>Public Works Committee needs to decide on core functions, prior to implementation.</p> <p>Review past 3 years with Committee.</p> <p>Update and review yearly.</p>	<p>Timeline:</p> <p>July meeting review costs information</p>
<p>4. The County should ensure that it adequately funds the costs of an effective preventive maintenance program for its roadways as it reduces its in-house capabilities to perform construction type activities, and instead continues to contract for more of these functions. The Highway Department should incorporate its short- and long-term capital and maintenance plans with its annual preventive maintenance plans to better allocate resources.</p>	<p>Public Works Committee needs to decide on core functions, prior to implementation. Additionally projections now being used as part of the financial report need to continue.</p> <p>Set 5-year plan and anticipated costs.</p>	<p>Timeline:</p> <p>August Meeting</p>

<p>5. The County should reduce its authorized staffing for Operator II positions from the current 21 FTE (including Leadworker positions) to 18 FTE. One of the reduced positions is currently vacant due to a retirement. The remaining two positions can be reduced without major impacts to the level of service currently provided. These reductions will require management to refocus on core functions, and to more effectively coordinate and synchronize these activities with available staffing. Additionally, it may require a more formalized work planning process that will allow Department Management to better align staffing needs, requests for leave, and project priorities. If an urgent project requires additional capacity to what the County has available on staff, the more cost effective measure would be to contract with outside vendors for equipment and personnel. Alternatively, the County could retain additional seasonal, part-time employees to perform activities that do not required individuals to operate heavy machinery or specialized equipment.</p>	<p>Make the connection from these three positions to those positions already identified with resolutions, i.e. painting and reclaiming. These reductions in work force to happen at such time as those operations are done away with. This reduction is also dependent on what the Committee decides are core functions.</p>	<p>Timeline: This connection should be made right away.</p>
<p>6. The County should eliminate the vacant, full-time Patrol Superintendent position.</p>	<p>Eliminate while vacant provided that recommendations #7 and # 8 are followed in some fashion.</p>	<p>Timeline: August 1, 2006</p>
<p>7. The County should transfer the duties formally performed by the Patrol Superintendent to the Engineer Technician/Assistant Patrol Superintendent and re-title the position as Patrol Superintendent. This position would retain the duties related to engineering work previously performed.</p>	<p>Proceed with this transition involving the current employee in the position description process along with the Personnel Director and Administrator. Furthermore the Patrol Superintendent position duties/ responsibilities should be jointly and equally shared between this position and the resulting modification of the Sign and Marking Supervisor.</p>	<p>Timeline: August 1, 2006</p>

8. The County should re-title the Sign and Marking Supervisor to Assistant Patrol Superintendent and have the position report directly to the Patrol Superintendent.	Proceed with this transition involving the current employee in the position description process along with the Personnel Director and Administrator. Furthermore the Patrol Superintendent position duties/ responsibilities should be jointly and equally shared between this position and the resulting modification of the Engineering Technician.	Timeline: August 1, 2006
9. The Highway Department should develop training plans to ensure that the new Patrol Superintendent and proposed Assistant Patrol Superintendent obtain the knowledge necessary to manage the employees and operations under their control. At a minimum, the Department should budget 20-24 hours per year in supervisory skills training and reinforcement, and a similar amount in developing operational skills (e.g., attendance at state association meetings).	An overall management-training plan should be developed and overseen by the County Administrator.	Timeline: September 1, 2006
10. The Highway Commissioner should create a representative team of union and management positions to develop a formal policies and procedures document that will clearly state all work rules and practices that are to be followed by all employees. Once developed, this document should be distributed to all employees.	The Highway Department management team should assemble this document and then have a review and comment period from the Personnel Director/Corp Counsel, County Administrator, the Highway Employees and the Highway Union.	Timeline: September 1, 2006
11. The Highway Commissioner should continue to encourage opportunities to obtain employee feedback as part of formal Department-wide staff meetings or informal one-on-one meetings. The key is to foster an environment where employees and management have an opportunity to discuss issues and concerns in a constructive and open way. For those items that might require a more formal response, the Highway Commissioner should institute a practice of responding in writing. This will allow an opportunity to explain the reasoning behind a discussion and reduce the chance that a verbal response can be miss-interpreted.	<p>This process should continue.</p> <p>Quarterly safety meetings</p> <p>Weekly Department Meetings</p> <p>Suggestion Box back out.</p>	Timeline: Continuous
12. The Highway Department should move to establish a maintenance agreement with local municipalities for any winter or general maintenance activities to be performed by County staff. The agreements should be based on a guaranteed amount of money based on the number of lane miles of road in the municipality. While the Highway	This process should start immediately. Drafts of possible contracts are on file and an Adams County version should be adopted. The Towns should be immediately made aware of this change in policy to facilitate their exploration of options. The guaranteed dollar amount should be the Town road aids. The Town should still make the determination as to what projects the money	Timeline: July 1, 2006

Department could provide services to municipalities that do not sign these agreements, this should be limited to emergency situations or those cases where there is availability of County staff that are not needed to perform maintenance on either the state or county highway systems.	is spent on.	
13. The County should discontinue the practice of interpreting the collective bargaining agreement to read that specific job duties or equipment assignments are posted positions, and instead assign individuals simply to one of the classifications in Exhibit A (e.g., Class I, Class II, Class III, Class IV, or Class V). Jobs should be assigned based on an employee's qualifications and expertise to perform certain activities or operate certain pieces of equipment within a classification.	Contact Massey for discussion.	Timeline: June 15 for contact with Massey
14. If the County is unsuccessful in changing the current interpretation of the collective bargaining agreement related to the posting process for filling "job vacancies," it should adjust its classifications and compensation to reflect the various job titles.	Contact Massey for discussion.	Timeline: June 15 for contact with Massey
15. Whether the County is successful in changing the current posting process or not, it should develop a system to test an individual's proficiency at operating any equipment that they may be assigned to. If the current procedures continue, the testing system established must provide flexibility to assess qualifications outside of the 30-day window in situations where a job posting opens and is filled, but the equipment may not be used during that time. For example, if the "Roller Operator" position opens in the winter and is filled, but that equipment is not going to be utilized for several months, provisions should be made to allow management to assess qualifications at the appropriate time when the equipment can be used, unless another system is established to measure ability. Furthermore, the Highway Department should utilize this testing system as part of its pre-employment screening. Although obtaining a CDL is a key part of the qualification for a position in the Highway Department, the Department must be sure that its employees meet the standards of operation	Develop a formal testing/training procedure for this and new hires, additionally contact Massey for discussion.	Timeline: June 15 for contact with Massey

for Adams County.		
<p>16. The Department should eliminate the current position of Office Manager and create a non-represented position of Operations Manager. This position should require a minimum of a Bachelor's degree in accounting and be responsible for:</p> <p>Additionally, we recommend that the Operations Manager assume primary responsibility for overseeing the daily activities of the Shop since this function is another significant area providing Department-wide support of operations. As such, the Shop Foreman would formally report to this position, but would be required to maintain good working relationships with the supervisors of the field operations.</p> <ul style="list-style-type: none"> ○ Supervising and directing the activities of the Account Clerk; ○ Overseeing and maintaining the Department's accounting system and records; ○ Overseeing and preparing (in coordination with the Highway Commissioner) the Department's budget, including capital improvement plans; ○ Making recommendations to the Highway Commissioner on new accounting systems, procedures, practices, etc.; ○ Preparing annual financial reports of Department operations; ○ Coordinating and advising the County's central accounting unit on Highway Department financial activities; ○ Preparing monthly budget to actual reports for all business units of the Highway Department for use by the Highway Commissioner, County Administration, and County Board to monitor financial condition; <ul style="list-style-type: none"> ○ Preparing analytical, statistical, and comparison reports for use by Department management in evaluating current operations or the impacts of modifications; 	Discuss with the Committee	<p>Timeline:</p> <p>August Public Works meeting</p>
17. The Highway Department should transfer all clerical and accounting related activities requiring entry into the CHEMS system to the office staff, including previously transferred activities related to management of parts inventory and recording against equipment repairs, as well as the information from the Department's sign and	Hold until the decision on item # 16 is made.	<p>Timeline:</p> <p>August Public Works meeting</p>

<p>marking area related to materials usage on painting and signing activities. At the same time, it is important that supervisors maintaining the raw data necessary for these tasks provide timely information to the office so that all charges can be accurately recorded. The proposed Operations Manager should be given the responsibility to inventory all clerical and accounting related functions that are performed outside the office and ensure that steps are taken to transfer these activities to appropriate support positions.</p>		
<p>18. The proposed Operations Manager should work with the Highway Commissioner, County Administrator, and County Clerk to create an effective model for providing monthly forecasts of financial information to be used in the monitoring of budgets. As the skill sets of the office evolve, fiscal staff should become more proactive in providing analytical support to identify trends and work with Highway management and other County leaders to investigate problem areas and identify alternative solutions to funding constraints. This will require a higher level of effort for fiscal staff as well. While counties often struggle with the fiscal pressures created when needs exceed budgeted amounts, creating a reporting structure where potential problems are identified early on can help manage the unknown. Such a reporting structure should include the following elements:</p> <ul style="list-style-type: none"> ○ Monthly projections of revenue and expenses for the remaining fiscal year based on current expectations and past experience. While the data should be meaningful for management purposes, it also must be easy to track and maintain within current systems without requiring the creation of special databases or spreadsheets or duplicate data entry into other systems. ○ Monthly revenue and expense reports provided at the business unit level. 	<p>Hold until the decision on item # 16 is made.</p>	<p>Timeline:</p> <p>August Public Works meeting</p>
<p>19. The Highway Department should work with the County's Management Information Systems Department to develop an alternative that would allow this information to be transferred electronically (e.g., telephone line connection).</p>	<p>This should be implemented immediately dependent on internet access available from the Solid Waste office. In the interim the Solid Waste Staff could be trained to download and the download could be sent through interdepartmental mail.</p>	<p>Timeline: ASAP</p>

<p>20. The Highway Department should modify its current practice of not charging an administrative fee to local towns, villages, and cities within Adams County. The Highway Department should recover either the rate established by WiDOT for administrative reimbursement on activities for the state highway system, or the actual overhead rate. While consideration should be given to the possibility of charging the Highway Department's full administrative cost rate, it also must keep in mind the affect this change may have on local government's decisions to utilize its services.</p>	<p>This should be implemented. The Towns should be notified by July 1, 2006 in writing what this charge is and how it will impact them, and then the process should proceed.</p>	<p>Timeline: January 1, 2007</p>
<p>21. The County should continue its policy of not charging the administrative fee to other departments since from a broad perspective there is not a financial benefit overall. Since most of the departments receiving services from the Highway Department are primarily funded through tax levy, and considering that a large amount of the Highway Department's administrative expenses and overhead is also funded by levy, the County would not be generating additional revenue as a result of charging this fee internally. If there are departments that are funded by outside sources of money without support from the property tax levy, however, the County may wish to modify this policy to recover reasonable administrative expenses.</p>	<p>This is an existing policy.</p>	<p>Timeline: Continue</p>
<p>22. The County should consider including the indirect cost rate in the calculation of charges to non-Adams County governmental and all non-governmental customers receiving materials or services from the Highway Department. The benefits of implementing this policy would allow the County to recover its countywide administrative costs related to support of the Highway Department for those entities that do not pay property taxes to support the operations of Adams County.</p>	<p>Hold and refer to Administrator. If implemented all departments that "bill out" to other entities or to the private sector should be billed and include this in their overhead rate.</p>	<p>Timeline:</p> <p>Administrator to implement by Jan 1, 2007</p>
<p>23. The Highway Department should maintain its current mechanic staffing levels, based on the methodology used to calculate mechanics in similar public sector fleet operations. Our analysis confirms that the Highway Department requires 3.5 mechanics to maintain its current fleet in an efficient manner. This assumes that the Shop Foreman</p>	<p>Continue as set up.</p>	<p>Timeline: Current</p>

can function both as a working supervisor and a parts manager. Our staffing analysis does not merit the need for an additional position to act as a full-time shop superintendent until the Highway Department's fleet (based on VEs) grows to a size that would require eight to twelve full-time mechanics.		
24. The Highway Department should discontinue the practice of pulling mechanics out of the shop to perform highway related tasks. Field time should only be devoted to specific repair needs for equipment that cannot be transported back to the shop.	Implement immediately, however this will impact the availability of personnel performing other functions.	Timeline: ASAP
25. The Highway Department should develop a training program designed to maintain mechanic skill levels in the face of advances in automotive technology. A fundamental training strategy should have certain mechanics become designated experts in servicing certain types of components. In addition to performing routine maintenance and repairs, these designated experts should perform (or conduct quality assurance inspections of) all work done on equipment in their area of expertise. They should also be expected to informally train the other mechanics, drawing on the knowledge they have gained through their participation in outside training programs. We suspect that at a minimum, training is needed on the following components and systems: <ul style="list-style-type: none"> o Electronics and computerization o Emission controls o Automatic braking systems o Air conditioning. 	First the employees' current skill level, areas of interest and knowledge need to be determined. Then the appropriate areas can be assigned with assurance that cross training will take place. Two people to each area should be assigned and those two will be held accountable to help train their coworkers.	Timeline: Expert areas "assigned" by August 1, 2006. Training will be ongoing. Training requirements to be reviewed yearly.

<p>26. The Highway Department should ensure that all mechanics receive formal training in Occupational Safety and Health Administration (OSHA) and federal and state environmental protection regulations governing an automotive maintenance operations. Such a training program will afford new learning opportunities to mechanics so that motivational levels are maintained and opportunities for advancement are created. Structured certification programs, such as the Automotive Service Excellence (ASE), have been successfully used to train mechanics in many public sector fleet maintenance operations.</p>	<p>These are Wisconsin Department of Commerce requirements and Alpha Terra can ensure they are met under our safety maintenance agreement. The ASE certifications can be implemented and addressed with further exploration and training.</p>	<p>Timeline: February 1, 2007</p>
<p>27. The Highway Department should develop a testing program for its mechanics to periodically determine their shortcomings. This testing should be conducted as a tool to assist in the development of skills, not as a means to criticize performance. For example, an independent consultant specializing in automotive maintenance could be hired to conduct mechanic skills testing and develop specific recommendations regarding training for each mechanic. Such assistance should be available at relatively low cost (e.g., \$2,000-5,000).</p>	<p>Implement a program with the MSCT or another tech collage.</p>	<p>Timeline: Dependent on availability and cost and determined at budget time.</p>
<p>28. The Highway Department should continue its current practice of requiring manufacturer-based mechanic training in bid specifications for all new types of specialized vehicles and equipment to be added to the fleet.</p>	<p>Continue this practice</p>	<p>Timeline: Ongoing</p>
<p>29. The Highway Department should develop comprehensive and detailed policies and procedures for all aspects of its fleet maintenance operations. Such policies and procedures must be developed within a centralized perspective, and should be one of the tasks assigned to the Highway Commissioner with input from the Shop Foreman and mechanics. This is a monumental task and it may take up to 18 months to complete. The Highway Department could consider retaining outside professional assistance to develop such materials. This can provide the Department with a great deal of additional information that may not be considered when internal staff</p>	<p>Work with Shop personnel now and continue to work toward completion.</p>	<p>Timeline: January 1, 2008</p>

are developing the policies and procedures manual on their own.		
30. The Highway Department should develop standard formats for all maintenance activities. One such preferred format is to list inspection tasks in a very carefully thought out order so mechanics can do everything without having to jump around, back track, and otherwise lose time. Accompanying instructions (perhaps on a master copy of the checklist), should leave little room for creativity in deciding what is to be done and how, and what meets standards and what does not.	More thorough utilization of the CHEMS program including arranging for on site training of all personnel involved.	Timeline: Report at July meeting.
31. The Highway Department should develop a quality assurance program. While inspections are unnecessary for most routine maintenance and repair activities, they should be established for more complicated repairs. There is not necessarily a need to establish a specific definition for what a non-routine job is, but the decision to inspect a completed service and/or repair assignment should be predicated on the following considerations: Furthermore, inspections should be conducted by the Shop Foreman on all work performed at vendor locations.	Check into QA QC programs in other shop operations both public and private sector.	Timeline: Report at July meeting.
32. The Highway Department should develop a comprehensive, coordinated, documented, and proactive PM program that places preventive maintenance at the heart of all vehicle and equipment maintenance and repair services. <ul style="list-style-type: none"> o The experience and skill level of the mechanic to whom the job is assigned, relative to the complexity of the work to be performed o The potential impact on the unit's safety of the services to be performed. The decision to perform a quality assurance check should be made when a repair is assigned to a mechanic, and should be noted on the job ticket/work order. In some cases, it may be most appropriate for the Shop Foreman to inspect a completed job, while in others it may be 	More thorough utilization of the CHEMS program including arranging for on site training of all personnel involved. Set up formal training and qualification standards.	Timeline: Report at July meeting.

appropriate for a particular mechanic to perform the inspection because that individual has particular expertise relating either to the type of unit being serviced or the service being performed.		
33. The Highway Department should discontinue the practice of operators performing maintenance (e.g., oil changes, replacing filters, etc.) other than operator daily PM procedures.	Have mechanics perform all maintenance over and above the daily PMs.	Timeline: July 1, 2006
34. The Highway Department should implement standard procedures to record all parts, lubricants, and time required to perform repairs on a piece of equipment. The implementation of standard system would be a vast improvement in providing the management and control of parts and reduce the need for office personnel that are now getting involved in fleet parts management other than entering fleet parts into the CHEMS system. The work order system should be at minimum, a two-part form with the hard copy going to the office for data entry and the other filed in individual vehicle history folders.	More thorough utilization of the CHEMS program including arranging for on site training of all personnel involved, including the full vehicle work order feature.	Timeline: Continuous. Report July meeting.
35. The Highway Department should implement new procedures that require the mechanics to scan the bar codes on all inventory items taken out of the parts room for repair work. The County has invested a significant amount of resources in this system, but needs to utilize the technology to its fullest. The mechanics should continue to record the parts used in repair jobs on the improved work order system to ensure that items are recorded properly for accounting purposes.	More thorough utilization of the CHEMS program including arranging for on site training of all personnel involved. This is to especially focus on the bar-coding system. To facilitate this process the fuel system should be connected directly to the front office instead of the parts room computer, which would allow the barcode docking station to be connected to the parts room computer instead of the Superintendent computer.	Timeline: Timeline to be established as reconfiguration of systems is scheduled. Update at August meeting.
36. The Highway Department should not hire a Parts Manger to control its parts inventory operation. Based on our experience, a dedicated individual would not be needed until the fleet maintenance operation becomes large enough to require eight to ten mechanics. Only then have we found that a parts support person provides benefit to the organization by reducing downtime and effectively managing inventory to have the	Wait and see impacts from other recommendations to ensure smooth and efficient workflow.	Timeline:

type and number of items on hand when needed. An effective parts manager can often save an organization his/her wage many times over.		
37. The Highway Department should develop a standard work order procedure. At a minimum, a form should allow the mechanics to record the parts and other commodities used as well as all of the labor time associated with the repair for each work assignment. For accounting/billing purposes, these work tickets should be forwarded to the office staff for entry into the CHEMS system. Additionally, the Highway Department should ensure that a file is created for each unit (using the assigned unit numbers established by the Department) that contains copies of all documents relating to its specification, purchase, maintenance, reassignments, and disposal. It is our understanding that some progress has been made on this since our on-site work was conducted.	More thorough utilization of the CHEMS program including arranging for on site training of all personnel involved, including the full vehicle work order feature. That full work order would then be placed in the hard copy file.	Timeline: Continuous Report at July meeting.
38. The Highway Department should evaluate alternative automated vehicle management information systems to manage its fleet maintenance operation. Prior to the implementation of any new system, however it is important that the Department develop a process whereby all fleet maintenance operations are accurately documented in a manual record keeping system. By first instituting a disciplined manual record keeping system, the Department will be better prepared to identify its business and information requires when it upgrades to a computerized vehicle management information system.	Evaluate the more thorough utilization of the CHEMS program including arranging for on site training of all personnel involved, including the full vehicle work order feature to ensure that this either meets our needs or where it falls short.	Timeline: Evaluation to be continuous upon full implementation of the CHEMS system. Review at January 2007 meeting.
39. The Highway Department should develop performance indicators on the entire fleet. Once an acceptable VMIS is in place, we recommend that the Shop Forman calculate and provide the Highway Commissioner (in addition to any standard reports deemed necessary) with a monthly performance report containing the following performance statistics for the current month, the fiscal year to date, and the 12-months ended in the current month: <ul style="list-style-type: none"> o Average miles driven between road 	Better utilization of the information available through the full utilization of the CHEMS system.	Timeline: This is in process and will be a continuous process. Review at July Meeting.

<ul style="list-style-type: none"> calls (by vehicle/ equipment class); ○ Repeat work orders as a percentage of total work orders (by vehicle/equipment class); ○ Mechanic labor hours charged to work orders as a percentage of total mechanic labor hours available (70 to 75 percent of 2,080 hours per year); ○ Mechanic labor hours charged to work orders as a percentage of hours vehicles are out of service for maintenance or repair; ○ Average hours of downtime for maintenance and repair per vehicle per year (by vehicle/equipment class; five percent or less per month of a unit's normal hours of use); ○ Average percentage of total direct labor and parts costs attributable to preventive maintenance and collateral routine repairs (by vehicle/equipment class; two-thirds of total should be for PM and collateral repairs); ○ Average percentages of total direct maintenance and repair costs attributable to labor, parts, and sublet repairs, respectively (by vehicle/equipment class); ○ Average direct maintenance and repair cost per mile, hour, or month, as appropriate by vehicle/equipment class. 		
<p>40. The Highway Department should continue to use vendors to perform repairs when it requires specialized equipment or skills that the Shop's mechanics do not have. When contracting is done, the Highway Department should monitor performance and document unacceptable work with written documentation. When found, the Highway Department should provide the vendor ample notification of the dissatisfaction, and if they do not take remedial action, their services should be discontinued. The vendor should further be excluded from bidding future contracts until proven corrective action has been demonstrated. Monitoring vendor performance and the provision of a satisfactory quality assurance program is necessary to evaluate the services that continue to be performed by outside sources.</p>	<p>Continue as is currently done.</p> <p>This is already in written bid specs.</p>	<p>Timeline: Continuous</p>

<p>41. The Highway Department should assign a team of employees to assist in the specification development process. Primary authority for coordinating the preparation of vehicle specifications should be designated to the Shop Foreman, but input from the Patrol Superintendent, Assistant Patrol Superintendent and appropriate equipment operators depending on the item being purchased is also critical. Equipment bid specifications to should be written with a view to:</p> <ul style="list-style-type: none"> ○ Minimize the variety of vehicles and equipment; ○ Incorporate parts/systems standards ○ Require vendors to use readily available, "off-the-shelf" (lower cost) components on their machines, not proprietary ○ Components for which the vendor is the only source. Turning bid specification preparation over to the Shop Foreman will promote standardization and technical accuracy within the specifications and provide a central point of contact for bidders with questions. Once the specifications are developed and forwarded back to the Highway Commissioner, it is important to ensure that any changes are communicated back to the team that developed them to discuss necessary adjustments. 	<p>Implement a more formalized procedure for current policy.</p>	<p>Timeline: Continuous.</p> <p style="text-align: center;">Review September meeting.</p>
<p>42. One technical improvement that is highly suggested is to call for extended "bumper-to-bumper" warranties whenever they are available. This serves to minimize costs over the life of each unit because of paying for tomorrow's repairs with today's dollars. It also serves to help maintain level mechanic staff requirements over time because some of the workload if shifted to the dealer, especially as the units age.</p>	<p>Continue to include in bid specification.</p>	<p>Timeline: Continuous</p>

Resources & Recreation Committee Meeting

May 9, 2006 @ 9:00 AM

Adams County Community Center

569 N. Cedar Street, Room 103

Adams, WI 53910

1. **Call to order:** Meeting was called to order.
2. **Properly Announced:** Announcement was completed by the Parks Director.
3. **Roll Call Committee:** Members Present – Dave Repinski, Bob Neuenfeldt, Glenn Licitar and Fran Dehmlow. Excused – Bev Ward.
Extension Staff Present – Don Genrich Agriculture Agent, Jennifer Swensen 4-H Youth Development Agent and Edie Felts-Podoll Family Living Educator and Department Head.
Others Present – Harry Davis
4. **Agenda Approval:** Motion by Dehmlow and Second by Neuenfeldt to approve the agenda as presented. Motion carried.
5. **Election of Officers:** Neuenfeldt nominated Dave Repinski for Chairman. No other nominations were brought forward. Moved by Neuenfeldt and Second by Licitar to cast a unanimous ballot for Repinski as Chair. Motion carried.
Licitar nominated Fran Dehmlow as Vice-Chair. Repinski stepped down as chair to nominate Bob Neuenfeldt as Vice-Chair. Nominations closed. Two rounds of balloting produced ties. Two votes for Neuenfeldt and two votes for Dehmlow each ballot. Dehmlow removed her name from the ballot. Vice-Chair Bob Neuenfeldt
Glenn Licitar was appointed as Secretary.
6. **Minutes of April 10, 2006 Meeting:** Minutes of April 10, 2006 Extension Committee Meeting were corrected. Grant that Don Genrich applied for was \$12,000.00. Motion by Licitar and Second by Neuenfeldt to place minutes on file with correction as indicated. Motion carried.

7. **Agenda Items:**

Resource/Extension Communication this will be the location in the agenda for correspondence and public participation.

Recording Secretary – Extension has no support staff available to take minutes. Edie will take minutes at the meeting. Committee agreed to the arrangement. Mr. Repinski will talk with Administrator Keuler to determine if there is someone from another area available to take minutes.

Vouchers – Monthly budget summary for county budget and non-lapsing account report were distributed. Monthly vouchers were distributed for review and signatures. Motion by Dehmlow Second by Neuenfeldt to approve vouchers and budget summaries as presented. Motion carried.

WACEC Attendance – Annual Wisconsin Association of County Extension Committees meeting will be held in Oshkosh June 25th – 27th. Motion by Neuenfeldt Second by Licitar to allow any committee members wishing to attend the conference to complete the registration forms and give to Edie by May 20th. Motion carried. Edie will make room reservations and register committee members when informed. Fran Dehmlow, Glenn Licitar and wife have agreed to attend to date.

Reporting Procedures: Monthly reports and Calendars from staff (Genrich, Swensen and Felts-Podoll), previous meeting minutes and agenda will be mailed to each committee members within three days of the meeting.

10:55 AM Fran Dehmlow excused from the meeting.

Committee members reviewed the monthly reports and calendars of staff. Motion by Licitar Second by Neuenfeldt to approve out-of-county travel requests for Don, Jennifer and Edie. Motion carried.

Orientation Session: At next committee meeting an orientation of Extension's relationships with all its partners will be shared. "What is the Extension Mission?"

Dehmlow rejoined the meeting at 11:30 AM.

Monthly Meeting: After discussion Motion by Dehmlow Second by Neuenfeldt to split the Extension and Parks segments of the Resources and Recreation Committee. Motion carried. Extension will be meeting the first or second Thursday of the month dependent on schedules of committee members and staff.

Next meeting with Extension will be June 1st at 10:30 AM at the Community Center.

Meeting recessed at 11:45 AM.

Meeting reconvened at 11:50 a.m.

Present: Committee Members: Dave Repinski – Chairman, Bob Neuenfeldt – Vice Chairman, Glenn Licitar – Secretary, and Fran Dehmlow, Bev Ward – excused. Others Present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Administrative Clerk/Bookkeeper, and Harry Davis – County Board Member till 12:30 p.m.

Minutes: Motion by Dehmlow/Neuenfeldt to forward the Parks Committee meeting minutes dated April 11, 2006, as printed for inclusion in the county board packet. Motion carried.

Recording Secretary: Parks Administrative Clerk/Bookkeeper will take meeting minutes for Parks/Recreation Department, once approved Committee Secretary will sign.

Motion by Dehmlow/Licitar to deviate from the printed agenda to address the parks bills, review past and future committee per diem, and to physically view park project(s). Motion carried.

Bills Audited: Motion by Dehmlow/Neuenfeldt to approve the bills as presented and forward to Finance Committee for approval. Motion carried.

Review past and future committee per diem while participating in or with Adams County Parks/Rec. and Trails Department's special events or review/inspection of facilities and/or programs: Motion by Neuenfeldt/Dehmlow to approve mileage expense for those Committee members present at the Castle Rock Park groundbreaking ceremony May 1, 2006. Motion carried.

Committee, at this time, may physically view or set another date and time for viewing on-going park, recreation, and/or trail projects/programs. Motion by Neuenfeldt/Licitar to recess and reconvene at Castle Rock Park at 2:00 p.m., per agenda item. Motion carried.

Motion by Dehmlow/Neuenfeldt that any change orders approved by Committee for the Castle Rock office/visitor center and Petenwell Park Phase I and II of Phase II water and electrical distribution systems be signed by Parks Director as long as the money is in the current park budgets. Motion carried.

Next Meeting Date: Motion by Dehmlow/Neuenfeldt for the Resources and Recreation Committee to hold the Parks/Recreation Department and the U.W. Extension Department Committee meetings separately. Motion carried.

Motion by Dehmlow/Licitar to adjourn to May 15, 9:00 a.m., Petenwell Park Office for the groundbreaking ceremony for the Petenwell Park Phase II Campground Expansion and to conduct any/all unfinished business on the May 9, 2006, printed agenda. Motion carried.

Motion by Neuenfeldt/Licitar to schedule the next regular meeting for June 13, 2006, 9:00 a.m., Courthouse Conference Room A260. Motion carried.

Adjournment: Motion by Licitar/Neuenfeldt to adjourn. Motion carried.

These minutes have not been approved by the committee.

Submitted by,

These minutes have not been approved by the Resources & Recreation Committee.

**Resources and Recreation Committee Meeting
May 15, 2006
9:00 a.m.
Adams County Petenwell Park Office/Visitor Center**

Call to Order: Meeting was called to order at 9:25 a.m., by Chairman Repinski.

The meeting was properly announced.

Roll Call: Committee Members: Dave Repinski – Chairman, Bob Neuenfeldt, Bev Ward, Glenn Licitar at 9:25 a.m., Fran Dehmlow, excused. Others present: Fred Nickel - Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, and Doug Wenzlaff – Shermalot Ski Team Representative.

Approve Agenda: Motion by Ward/Neuenfeldt to approve the agenda as printed. Motion carried.

Motion by Neuenfeldt/Ward to deviate from the agenda order. Motion carried.

Agenda Items:

9. Director reported the self-registration systems, signs, and forms are ordered and should be installed by Memorial weekend.
2. Mr. Wenzlaff expressed his concerns regarding the day user fee and loss of revenue for the Shermalot Ski Team. Ski team is requesting the day use fee be exempt during show times. Committee will further review at June meeting. Mr. Wenzlaff left the meeting at this time.
12. Committee will inspect south end county owned and/or maintained county parks and/or public accesses May 30, 2006, 9:00 a.m., leaving from the Courthouse.
10. Director reported the lease agreement with John Deere Credit has been finalized, the equipment ordered and to be delivered within one week. Director will forward to Corporation Counsel for County Board approval.

Motion by Ward/Licitar to recess to Castle Rock Park for the new office/visitor registration system at 9:50 a.m. Motion carried.

Bev excused from meeting following the groundbreaking.

Chairman called meeting back to order at 10:25 a.m., to continue with the printed agenda items.

1. No additional public participation on the agenda items.
2. Motion by Neuenfeldt/Licitar to approve Adams Masonic Lodge's request to hold a brat fry fundraiser at the Castle Rock shelter May 27, 2006, per Adams County Park Ordinance 6-1990, Sec. 1.6. Motion carried.

3. No recreation communications.
4. Dave reported on the possibility of the Highway Department maintaining six waysides in the County.
Discussion followed. The Committee will review with full County Board other possible options. Currently the Parks Department does not have the equipment or the staff to maintain the waysides. The Department would need a truck, mower, trailer, and staff to maintain the waysides.
5. Director reported a change order for the Petenwell Park Phase II campground expansion may be needed; however, no additional costs should be incurred.

6. The three vacant Lifeguard positions have been filled. Motion by Licitar/Neuenfeldt to approve the Parks Director and/or Personnel to do the hiring for the vacant Park Aide positions. Motion carried.
7. Cottonville Lake Association is requesting an additional launch be installed to meet the needs of the weed harvester at an approximate cost of \$8000. Motion by Neuenfeldt/Licitar to move forward with the additional boat launch development project with the cost to the Parks Department not to exceed 50% of the total project cost. Motion carried.
8. Director reviewed that the surplus revenues at Castle Rock and Petenwell Parks gets put right back into those budgets. Motion by Neuenfeldt/Licitar to approve \$10,000 for Castle Rock and \$10,000 for Petenwell Park for new playground equipment purchases not to exceed \$20,000 total. Motion carried.
10. Committee requested the Parks Department to pursue the purchase of an additional small truck for use in the northern Adams County Parks and/or public accesses.
11. Motion by Neuenfeldt/Licitar to approve the bills as presented and forward to Finance Committee. Motion carried.
15. Motion by Neuenfeldt/Licitar to adjourn to May 30, 2006, 9:00 a.m., Courthouse Conference Room A160 to inspect all County owned and/or maintained recreational facilities in the south end of Adams County, and to June 13, 10:00 a.m., Courthouse Conference Room A260 for the regular monthly meeting. Motion carried.

Submitted by,

Glenn Licitar
Committee Secretary

Resources and Recreation Committee Meeting
May 30, 2006
9:00 a.m. A160

Call to Order: Meeting was called to order at 9:07 a.m., by Chairman Repinski.

The meeting was properly announced.

Roll Call: Committee Members – Dave Repinski, Bob Neuenfeldt, Glenn Licitar, Bev Ward, and Fran Dehmlow.
Others: Fred Nickel – Parks Director and Rita Kolstad – Parks Clerk/Bookkeeper.

The agenda was approved as printed.

Agenda Items:

1. No public participation on agenda items.
2. Motion by Dehmlow/Ward to approve the Adams Masonic Lodge's request to hold brat fry fundraisers at Castle Rock Park Shelter July 9 and 15, 2006, per Adams County Park Ordinance #6-1990, Sec. 1.6. Motion carried.
3. Shermalot Ski Team Rep(s) were invited to attend meeting to further discuss their previous request; however, a rep(s) did not attend meeting.
4. Repinski inquired about a combination ATV/bicycle trail be developed. Director reported State does not offer grants for non-compatible users. Department can apply for a grant for bicycle trail development; however, State would view as a low priority due to the fact the trail would not connect two metropolitan areas. The Adams County Vision Team is to be looking into a bicycle trail system being developed throughout Adams County.

Future plans for Petenwell Park include the development of and ATV camping area with ATV trails available right from the park.

5. Director reported most 2006 seasonal and LTE positions have been filled; however, vacancies will open up throughout the summer.
6. Motion by Neuenfeldt/Ward to approve the John Deere lease agreement changed from a five-year lease to a two-year lease agreement with three payments as follows: first payment made in June 2006, second payment made in February 2007, and third payment made in February 2008. Motion carried.

Motion by Dehmlow/Licitar to approve annual maintenance be performed by John Deere dealer equipment is purchased from. Motion carried.

Committee reviewed Petenwell Park equipment maintenance per phone.

Committee requests Park Managers to request the above equipment's annual maintenance be performed free of charge by the dealer.

7. Motion by Licitar/Dehmlow to view and inspect county owned and/or maintained recreational facilities in the south half of Adams County. Motion carried. Committee and Director left at 10:30 a.m. for the inspection.
8. Mason Lake public access pier needs some work.
9. Crooked Lake public access needs dredging and boat planks extended.
10. Department is to present an updated financial report to the committee at the June 13, 2006, meeting.
11. Committee adjourned at the Courthouse at 3:30 p.m. Motion by Ward/Neuenfeldt to adjourn to June 13, 2006, 10:00 a.m., Courthouse Conference Room A260. Motion carried.

Respectfully submitted,

Glenn Licitar, Secretary

These minutes have not been approved by the Resource and Recreation Committee.

Resources & Recreation Committee

Minutes of Meeting

June 1, 2006 @ 10:30 AM

Adams County Community Center

569 N. Cedar Street, Room 103

Adams, WI 53910

8. **Call to order:** Meeting was called to order by Chairman Repenski at 10:30 AM.
9. **Properly Announced:** Edie Felts-Podoll indicated that the meeting was properly noticed.
10. **Roll Call Committee:** Committee Members Present – Dave Repinski, Bob Neuenfeldt, Glenn Licitar, Bev Ward and Fran Dehmlow.
Extension Staff Present – Don Genrich Agriculture Agent and Edie Felts-Podoll Family Living Educator and Department Head.
Jennifer Swensen, 4-H/Youth Development Agent, excused due to planned vacation.
11. **Agenda Approval:** Motion by Dehmlow and Second by Neuenfeldt to approve the agenda as presented.
Motion carried.
12. **Approve Minutes:** Motion by Neuenfeldt Second by Ward to accept minutes of the Resource & Recreation Committee of May 9, 2006, segments 1-7 up until the recess of 11:45 AM. Motion carried.

It was discussed that minutes unsigned can be turned into the clerk's office. Signed minutes will become a part of the Extension Departments permanent record.

13. **Public Participation:** None.

14. **Communications:** None.

15. **Items for Action or Discussion:**

- a. Vouchers/Expenditures for May Motion by Licitar Second by Dehmlow to approve all vouchers and accept monthly budget summary statements. Motion carried.
- b. Reports Motion by Dehmlow and Second by Neuenfeldt to accept monthly reports and travel calendars of Swensen, Genrich and Felts-Podoll. Motion carried.
- c. WACEC Auction Item Motion by Licitar Second by Dehmlow to allow Felts-Podoll to solicit item to be donated by Adams County at the WACEC Auction in June. Motion carried.

Neuenfeldt indicated he would contact Norb Daly for a wood carving donation.

- d. Internships David Olson has been funded by the University to work 12 weeks at 20 hours per week in Adams County on health/wellness programs and demographics information compilation.

David along with Theresa Wimann of WNEP were introduced to the committee.

Water Quality Internship Funds received from Central District Resource Management Team to Adams County. For new personnel Adams County must have a signed request to use this funding. The project is under 600 hours for 12 months.

Felts-Podoll will obtain signatures from Kueler and Kniess. Chair of the Resources and Recreation Committee signed the request on behalf of the committee.

16. **Report of Department:** UWEX Orientation – Genrich and Felts-Podoll lead a PowerPoint presentation on Extension connections with the University, State, County, Federal Governments and clients.

17. **Report of Committee Members:** WACEC meeting – hotel rooms have been reserved with each attendee receiving their confirmation number. New committee members, Repinski and Neuenfeldt will be attending an orientation workshop at WACEC June 25th in Oshkosh. Licitar and Dehmlow along with Felts-Podoll will be attending the 3-day conference in Oshkosh, June 25th – 27th.

18. **Next Meeting Date:** Motion made by Ward and Second by Licitar that the Resource component of the Resource and Recreation Committee will meet on June 29th at 10:30 AM in room 103 of the Adams County Community Center building. Motion carried.

19. **Adjourn:** Motion by Neuenfeldt and Second by Licitar to adjourn the meeting. Motion carried.

Minutes taken by Edie Felts-Podoll

Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resources & Recreation Committee.

MINUTES
SCLS BOARD OF TRUSTEES
May 8, 2006 -12:15 p.m.
SCLS Administration

Present: T. Brown, F.. Cherney, R. Curtis, L. Davis-Brown, E. DeSchmidt, J. Hanson, J. Healy-Plotkin, T. Iaccarino, R. Keen, N. Nelson, H. O'Donnell, G. Poulson, J. Pugh, J. Taft, P. Townsend, J. Wheeler, K. Williams

Also Present: P. Davis, H. Moe, C. Becker, B. Dimick **Absent:** M. Howe, E. Krszjanek

Excused: J. Kreten, C. McGuire, P. Westby

Call to Order: President J. Taft called the meeting to order at 12:18 p.m.

- a. Introduction of guests/visitors and new board members: Cheryl Becker, Public Library Consultant was introduced.
- b. Changes/additions to the agenda: The Advocacy Committee will not have a report.
- c. Requests to address the board: None

Minutes: R. Curtis moved approval of the April 10, 2006 minutes with the following corrections. The SCLS Foundation is a "board", not a "committee" and Fitchburg has formed a library "committee", not a "board". K. Williams seconded the minutes as amended. Motion carried.

Bills for Payment/Financial Statements: J. Healy-Plotkin moved approval of the bills for payment in the amount of \$165,670. G. Poulson seconded. Motion carried.

President's Report:

J. Taft noted the appointment of two trustees to the SCLS Board - Brian Kurzynski and Eric Krszjanek. They will replace Tony Patton and Bill Zimdars, however, Brian has asked to be removed as a trustee to the SCLS Board due to conflicts with his work schedule.

The SCLS annual meeting with member libraries will be held May 17th at Olbrich Gardens. Board members may attend and registration is available on the web.

Anne Iwata sent a postcard from New Orleans congratulating Phyllis on her new position as System Director and also thanked the board for their letter of appreciation and the gift.

Committee Reports

Cross Border: B. Keen moved on behalf of the committee to raise the cross border reimbursement recommendation from \$0.30 to \$1.00 per circulated item. R. Curtis seconded. Motion Carried.

SCLS Foundation Report: L. Davis Brown reported the following: A case statement for support is being drafted, community leaders are being recruited to assist in fundraising, and a vacancy needs to be filled on the Foundation Board to replace Bill Zimdars.

National Library Legislative Day Report: F. Cherney provided a written report highlighting specifics of his trip to Washington including who he met with and what was discussed - E-rate, Net Neutrality, funding for improving literacy through school libraries, LST A, and restoring funding for EP A libraries.

Circulation and ILL Statistics:

System Director's Report: SCLS received its second payment in the amount of \$510,762 for 2006 operations.

The Associate Director Job description is out for review and the job advertisement will soon be listed in a variety of places.

The audit will be presented to the board at the June 12th meeting.

The Verona Public Library will be holding its grand opening celebration on May 21 st.

WAPL (Wisconsin Association of Public Librarians) was held in WI Rapids and many of the SCLS staff attended.

The Lester Public Library of Vesper has opened its new building and a ribbon cutting ceremony will take place May 13th. They are currently advertising for a Library Director as the previous one resigned.

Lauren Blough, Automation Project Manager, and Phyllis have been invited to meet with the Board of the Lester Library in Arpin to discuss the possibility of their joining LINK.

Governor Jim Doyle signed SB273 into law as Act 226 on March 27. The law updates and makes technical changes to the language in Chapter 43 relating to public libraries and public library systems. The major change in our system is

that a library will now be allowed to offer remote access to a database for their patrons only, as opposed to all patrons in the system, as was required in the past.

SB272 concerns more substantive changes to Chapter 43, such as allowing inter- municipal reimbursement plans, setting out additional rules for joint library agreements, and establishing minimal operating standards for public libraries as a condition of system membership. It will also allow cross system border payments to adjacent counties for rural patron use.

Information Sharing:

K. Williams noted she called legislators directly from her home on library legislative day and suggested others do the same.

T. Brown noted a storytelling event for "older adults" will take place August 8 and 15th in Madison. Anyone who is interested is encouraged to attend.

Public Library Advisory Committee (PLAC) Report: Multitype Advisory Committee (MALC) Report: LINK Report: Agenda and Minutes for the above committees can be found on the web at: <http://www.scls.info/committees/index.html>

Other Business: None-

Meeting adjourned at 1:08 p.m.

H. Moe, Recorder

Library News

In response to the signing of SB 272, the Mt. Horeb Public Library will re-open service on June 1 to residents of the Southwest Library System, primarily those in Iowa County, living in areas without municipal libraries. At their June meeting, the Mt. Horeb Library Board will discuss the question of serving residents of SWLS who have municipal library service. The new legislation only requires reimbursement from county residents who live in areas without libraries.

The foundation for the new library in Albany is being poured.

The libraries in Vesper, Albany and Black Earth are seeking new directors.

The City of Wisconsin Dells and the Village Board of Lake Delton are reviewing the proposal to form a joint library and may vote on the proposal at their June meetings.

Recruitment

The Associate Director position has been posted in the *Wisconsin State Journal*, *Library Hotline* and has appeared on a variety of online venues. Applications are due by June 22 and the first three came in today.

My New Computer

The coolest thing that has happened this month is that I got a shiny new computer. This is no special "Director" thing. Heidi and I were next on the list and actually a little overdue for new workstations.

What makes this so special is that I now have two, count them, two, BIG monitors side by side. Our young technical staff, bless them, recognized that my trifocal baby boomer eyes needed help on the spreadsheets. This is just the ticket. Stop by and see!

And I'll see you on the 12th

System Director's Report

May 2006

Library Legislation

At long last, both library legislative proposals -- SB 272 and SB 273-- have been signed into law by Gov. Jim Doyle. They are now Acts 420 and 226 respectively. Many library representatives, including our own Kristi Williams and Peter Hamon, were present for the signing of the reform bill and the commemorative group photo with the governor. I did not send holiday cards in December, but you can bet my legislators and the governor are all getting handwritten thank you notes for the bipartisan support of these measures.

Meetings, Meetings

May has been a pretty intense meeting month for us. Sixty-five

people, representing twenty-six libraries and a number of SCLS staff, attended the SCLS Annual Meeting at Olbrich Gardens on May 17. The SCLS Delivery Advisory Committee met on May 9th and Bruce Smith and I participated in the statewide Delivery Services Advisory Committee meeting on May 23. On the same day, several SCLS staff members from our automation and technology areas attended a statewide Information Technology meeting. Cheryl Becker represented SCLS at the statewide Spring Interlibrary Loan Meeting, the Green County, Dane County and

Columbia County librarians' meetings and at the Sauk County Library Board meeting this month. The LINK Budget Committee met and passed a 2007 budget recommendation for the LINK Director's Council to act on in June. We also hosted a meeting of the Wisconsin Public Library Consortium this month. The SCLS Marketing & Public Relations Advisory Committee held their quarterly meeting to continue work to develop targeted marketing information for our electronic databases. Several LINK subcommittees also met and the Migration Committee Proposal to form a 6-10 person committee for each Horizon module was discussed at each.

I appreciate all the effort put into coordinating and attending meetings and respect a well run meeting. Meetings can be very productive and, in a highly cooperative environment such as ours, they are a necessary part of our culture. But there is no denying that even well- run meetings using conference calls can take a lot of time. Thankfully there will be no more meetings this month. It is 5:00 on May 31!

Circulation and ILL Statistics

April 2006

	*2005 Population	2005 Circulation	**2005 Collection	2005 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2006
ADAMS									
Adams Cty	18,263	89,633	30,503	307,102	7,117	7,220	2,405	2,577	33,249
Rome	2,944	23,070	16,772	102,563	1,694	1,939	44	-	7,879
TOTAL	21,207	112,703	47,275	409,665	8,811	9,159	2,449	2,577	41,128
COLUMBIA									
Cambria	779	24,812	8,857	80,976	1,647	1,903	997	525	7,629
Columbus	4,748	87,533	36,691	289,568	6,351	7,691	1,874	3,347	30,879
Lodi	2,968	94,660	28,718	234,801	7,051	7,640	2,435	2,311	32,955
Pardeeville	2,074	46,662	22,521	150,905	3,515	3,555	1,337	1,690	15,441
Portage	9,981	222,196	68,553	520,483	17,608	17,431	5,163	4,612	78,434
Poynette	2,496	53,579	20,035	102,390	4,748	4,480	1,389	1,675	17,912
Rio	987	34,425	25,335	117,710	2,891	2,611	121	-	11,662
Wis. Dells	2,465	75,461	39,470	306,156	6,215	6,376	2,743	2,006	27,975
Wycocena		1,737	4,317	56,544	153	224	111	426	457
Other City	28,065								
TOTAL	54,563	641,065	254,497	1,859,533	50,179	51,911	16,170	16,592	223,344
DANE									
Belleville	2,089	62,365	26,642	175,095	4,687	4,869	1,266	2,962	21,666
Black Earth	1,321	39,524	19,615	97,179	3,508	3,161	1,166	1,812	13,607
Cambridge	1,219	51,134	23,084	126,512	4,253	4,010	1,558	1,640	18,046
Cross Plains	3,452	81,215	38,383	283,471	6,145	6,020	2,082	3,134	25,672
Deerfield	2,109	49,352	20,176	139,147	4,312	3,886	1,932	1,914	16,597
DeForest	8,288	337,528	72,854	625,597	24,208	26,864	5,716	9,241	114,512
Marshall	3,613	55,687	26,865	161,497	4,707	4,624	1,453	2,596	19,075
Mazomanie	1,558	34,234	18,131	106,876	2,754	2,562	1,043	1,777	11,467
McFarland	7,179	144,347	47,966	341,214	11,423	13,568	3,595	5,439	62,645
Middleton	16,760	612,406	94,182	1,304,240	48,555	53,237	15,044	13,256	219,857
Monona	8,061	253,410	70,155	552,534	20,705	20,310	5,233	8,167	87,795
Mt. Horeb	6,378	203,277	46,740	555,414	16,794	16,321	6,419	4,662	67,630
Oregon	8,279	238,506	62,565	447,439	19,126	18,403	6,287	4,755	81,544
Stoughton	12,753	254,746	70,235	650,902	19,831	19,448	6,405	6,363	86,734
Sun Prairie	24,219	443,183	106,886	1,337,031	34,697	36,483	8,643	8,947	157,973
Verona	9,103	271,383	55,342	628,994	20,400	10,812	3,047	6,684	88,135
Waunakee	10,361	234,252	68,798	526,210	18,279	18,866	4,634	6,081	77,341
Madison	221,735	4,480,044	910,122	11,611,905	376,245	376,245	62,527	37,074	1,480,753
DCLS	110,097	1,672,520	45,031	3,615,848	13,657	13,104	1,941	5,913	55,442
TOTAL	458,574	9,519,113	1,823,772	23,287,105	654,286	652,793	139,991	132,417	2,706,491
SUB TOTAL	534,344	10,272,881	2,125,544	25,556,303	713,276	713,863	158,610	151,586	2,970,963

	*2005 Population	2005 Circulation	**2005 Collection	2005 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2006
GREEN									
Albany	2,133	36,281	14,962	45,458	3,041	2,888	238	-	12,624
Broadhead	3,154	74,370	44,838	163,314	5,647	5,671	110	-	24,963
Monroe	15,290	212,076	91,877	563,957	17,382	16,310	4,298	5,625	73,056
Monticello	1,166	73,441	32,925	114,816	6,258	5548	130	0	23712
New Glarus	2,101	71,243	28,095	239,270	5,871	5,487	2,202	3,272	24,996
Other City	11,534								
TOTAL	35,378	467,411	212,697	1,126,815	38,199	35,904	6,978	8,897	159,351
PORTAGE									
Amherst	1,037	24,022	17,874	31,616	1,412	1,127	29	0	5,017
Portage Cty	68,328	480,229	199,189	1,619,012	40,215	37,455	546	1	161,420
TOTAL	69,365	504,251	217,063	1,650,628	41,627	38,582	575	1	166,437
SAUK									
Baraboo	11,248	236,551	67,265	741,237	19,502	18,596	6,022	4,241	81,972
LaVale	326	4,657	5,374	18,288	287	298	165	265	1,538
N. Freedom	634	9,069	5,016	22,477	668	466	217	340	2,370
Plain	788	28,532	11,487	90,734	2,423	2,682	1308	944	11,363
Prairie du Sac	3,546	122,069	43,850	275,414	9,938	9,295	3,234	3,725	41,255
Reedsburg	8,704	228,085	73,768	532,178	18,251	19,184	4,861	6,905	83,212
Rock Springs	418	9,516	7,562	31,391	882	745	268	480	2,978
Sauk City	3,229	119,016	41,416	273,384	9,713	9,332	2,602	2,929	41,188
Spring Green	1,464	72,919	27,202	179,296	5,643	5,785	1,973	2,095	25,266
Other City	28,796								
TOTAL	59,153	830,414	282,940	2,164,399	67,307	66,383	20,650	21,924	291,142
WOOD									
Arpin	813	8,707	12,440	32,728	no report				
Marshfield	21,154	407,278	138,221	1,220,776	33,615	30,553	70	17	138,772
Nekoosa	2,615	47,708	37,312	147,770	3,659	3,671	82	6	12,823
Pittsville	889	32,118	17,202	55,362	2,461	2,236	30		7,185
Vesper	544	11,586	24,012	21,250	1,031				1,779
Wis. Rapids	18,522	405,993	117,125	1,326,824	32,461	32,493	7,760	6,913	144,143
Other City	34,559								
TOTAL	79,096	913,390	346,312	2,804,710	73,227	68,953	7,942	6,936	304,702
SUB TOTAL	242,992	2,715,466	1,059,012	7,746,552	220,360	209,822	36,145	37,758	921,632
GRAND TOTAL	777,336	12,988,347	3,184,556	33,302,855	933,636	923,685	194,755	189,344	3,892,595

*Based on DOA Official Population Estimates 1/01/05 and includes all those individuals who pay library taxes directly to the indicated community

**Collection includes books, audio, film, video, and other materials such as software, art prints, and toys. It does not include serial volumes owned

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 391
May 3, 2006
Report for the month of May, 2006

I have been working with Omni Associates on the Section corners affected by the reconstruction of CTH A in Section 2-15-7 (Jackson Twp.) and Section 35-16-7 (New Chester Twp.).

The 2006 Government Corner Maintenance Program: Work is continuing in the Towns of Jackson and Springville during May.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;

Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
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SUMMARY OF ACCOUNTS 2006

<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>	
\$3,600.00	\$20,000.00	\$ 400.00	
JANUARY	300.00		
Balance	\$3,300.00	\$20,000.00	\$400.00
FEBRUARY	300.00	6,750.00	
Balance	\$3,000.00	\$13,250.00	\$400.00
MARCH	300.00		
Balance	\$2,700.00	\$13,250.00	\$400.00
APRIL	300.00	6,878.10	
Balance	\$2,400.00	\$6,371.90	\$400.00

MAY	300.00		
Balance	\$2,100.00	\$ 6,371.90	\$400.00
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total			

Adams Count Youth Commision
May 2, 2006

Called to order by Florence Johnson at 6:30 p.m. Present Jim Grabarski, John Keuler, Sarah Quaschnick-(Mentor_Instructor). --Becky Kirslenlohr excused, phone conference for update information.

Sarah explained her role with youth. Contact names were given to her for people in Adams County that would be helpful.

Minutes of Apri.l4, 2006 , moton by John/Jim to approve. M.C.

John will be meeting with Maintence on Friday May 5, 2006 to arrange for work to be completed at Fairgrounds.

Stero and sound equipment has gone to the school. Skates are to be picked up by Upham Woods Camp. Picnic table have gone to Green Demons.

Jim motion to leave two small filing cabinets in Fair Office for one year, then to be disposed of

If not an interest or reason to keep. Seconded by John. M.C.

John motion for price to fix bathroom ceiling tile and fan at Skateland and to pay total total hours at next meeting. Jim seconded. M.C.

Adams County Youth Commission's intent is to donate money from checking and money market to Burt Morris Playground upgrade and saving account to Adams County Teen Court. Amounts to be determined at June 6, 2006.

Motion to adjourn until June 6,2006 6:30 p.m. by Jim/John. M.C.

Respectfully Submitted,

Florence Johnson